























Menu/toolbar/keyboard commands

Command	Toolbar	Keyboard
File•New		CTRL + N
File•Open		CTRL + O
File•Close		CTRL + F4
File•Save		CTRL + S
Print		CTRL + P
Edit•Undo		CTRL + Z
Edit•Redo		CTRL + Y
Edit•Copy		CTRL + C
Edit•Paste		CTRL + V
Edit•Cut		CTRL + X
Center align		
Left align		
Right align		
Center Across Columns		
AutoSum		ALT + =
Function Wizard		SHIFT + F3
Sort A–Z / Sort Z–A		
Borders		
Fill Color		
Text Color		
Format Painter		
Currency Style		
Decimal Positions		

Special procedures

ALT+ENTER	Insert a line break in a cell entry
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Microsoft



Excel 2002 for Windows



Mouse and
Keyboard Shortcuts
QUICK REFERENCE GUIDE

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Keys for Entering and Editing Data

F2	Activates the cell and formula bar
ENTER 	Completes an entry
ESC 	Cancels an entry
LEFT ARROW RIGHT ARROW	Activates the next cell to the left or to the right
UP ARROW DOWN ARROW	Activates the next cell above or below
TAB SHIFT + TAB	Activates the next cell to the right or to the left
ENTER SHIFT + ENTER	Activates the next cell above or below
DELETE	Clears the selection
HOME	Activates the first cell in the row
CTRL + HOME CTRL + END	Activates first cell in worksheet Activates the last cell with data
CTRL + Z	Undoes the last action
CTRL + C	Copies the selection
CTRL + V	Pastes the selection
DELETE	Clears the selection
CTRL + ; (semicolon)	Inserts the current date
ALT + =	Inserts the AutoSum function
CTRL + ' (apostrophe)	Pastes formula from cell above
CTRL + " (quote)	Pastes value from cell above
CTRL + ENTER	Fills a selection with current entry
F4 (in cell)	Repeats the last action
F4 (in formula bar)	Relative/absolute/mixed references


Function Keys

F1	Help
SHIFT + F1	Context-sensitive help
F2	Activates formula bar
SHIFT + F2	Note command
CTRL + F2	Displays info window
F3	Displays Paste Name dialog box if names are defined
SHIFT + F3	Displays the Function Wizard
CTRL + F3	Define Range Name command
CTRL + SHIFT + F3	Create Range Name command
F4 (in a cell)	Repeats last action
F4 (in formula bar)	Relative/absolute/mixed references
CTRL + F4	Closes worksheet window
ALT + F4	Closes Excel (exits program)
F5	Go to... command
CTRL + F5	Restores window size
F6	To next pane
SHIFT + F6	To previous pane
CTRL + F6	To next window
CTRL + SHIFT + F6	To previous window
F7	Checks spelling
F8	Extend mode ON/OFF
SHIFT + F8	Add mode ON/OFF
CTRL + F8	Size command (Control menu)
F9	Calculates all sheets
SHIFT + F9	Calculates active sheet
CTRL + F9	Minimizes the workbook
F10	Activates menu bar
SHIFT + F10	Activates shortcut menu
CTRL + F10	Maximizes the workbook
F11	Insert new chart sheet in workbook
SHIFT + F11	Inserts new worksheet in workbook




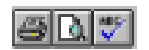

Formatting characters

CTRL + B	Apply or remove bold
CTRL + I	Apply or remove <i>italic</i>
CTRL + U	Apply or remove <u>underline</u>

Selecting cells

Click on a cell	Activate a single cell
Drag across cells	Select a range of cells
Click + SHIFT click	Select a range of cells
CTRL + click	Select nonadjacent cells
Click row header	Select an entire row
Click column header	Select an entire column
CTRL + SHIFT + →	Select to right end of region
CTRL + SHIFT + ←	Select to left end of region
CTRL + SHIFT + ↑	Select to top of region
CTRL + SHIFT + ↓	Select to bottom of region
CTRL + * (asterisk)	Select entire region
	Click here to select the entire worksheet

Miscellaneous controls

	Select a font
	Select a font size
	Zoom control
	Print, Print Preview, Spelling
	Define a new range name or select existing range names