

























## Menu/toolbar/keyboard commands

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

## Miscellaneous procedures

CONTROL + OPTION + RETURN	Insert a line break in a cell entry
CTRL+TAB	Switch between open workbooks
	Flag for follow-up
	Show/Hide formatting palette





## Mouse and Keyboard Shortcuts QUICK REFERENCE GUIDE

**MentorTraining**  
LEARNING THAT CLICKS

(408) 433-0990  
<http://www.mentortraining.com>

Keys for Entering and Editing Data

RETURN 	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
RETURN SHIFT + RETURN	Activates the next cell above or below
DEL / DELETE	Clears the selection
HOME	Activates the first cell in the row
⌘ + HOME ⌘ + END	Activates first cell in worksheet Activates the last cell with data
⌘ + Z	Undoes the last action
⌘ + C	Copies the selection
⌘ + V	Pastes the selection
⌘ + ; (semicolon)	Inserts the current time
CTRL + ; (semicolon)	Inserts the current date
CTRL + ' (apostrophe)	Pastes formula from cell above
CTRL + " (quote)	Pastes value from cell above
⌘ + SHIFT + T	Insert AutoSum
⌘ + Y (in cell)	Repeats the last action
⌘ + T (formula bar)	Relative/absolute/mixed references


Function Keys

F1	Undo
SHIFT + F1	Context-sensitive help
F2	Cut text from active cell
SHIFT + F2	Edit a cell comment
F3	Copy text from active cell
SHIFT + F3	Paste a function into a formula
CTRL + F3	Define a name
CTRL+ SHIFT + F3	Create Range Name command
F4 (in a cell)	Paste text into active cell
CTRL + F4	Closes worksheet window
F5	Go to... command
CTRL + F5	Restore 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 to the selection
CTRL + F8	Resize window
SHIFT +F9	Calculates active sheet
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
F12	Save As... command
SHIFT + F12	Save command
CTRL + F12	Open command
OPTION+SHIFT +F12	Print command





Formatting characters

⌘ + B	Apply or remove <b>bold</b>
⌘ + I	Apply or remove <i>italic</i>
⌘ + 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
⌘ + 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
⌘ + * (asterisk)	Select entire region
	Click here to select the entire worksheet

Miscellaneous controls

	Select a font
	Select a font size
	Zoom control
	Define a new range name or select existing range names