

Excel 2007 Keyboard Shortcuts

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CTRL+SHIFT+& Applies the outline border to the selected cells.

CTRL+SHIFT+\$ Applies the Currency format with two decimal places (negative numbers in parentheses).

CTRL+SHIFT+% Applies the Percentage format with no decimal places.

CTRL+` Alternates between displaying cell values and displaying formulas in the worksheet.

CTRL+' Copies a formula from the cell above the active cell into the cell or the Formula Bar.

CTRL+SHIFT+" Copies the value from the cell above the active cell into the cell or the Formula Bar.

CTRL+1 Displays the Format Cells dialog box.

CTRL+D Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.

ALT+I+M Enters a Comment in a cell.

CTRL+SHIFT+O Selects all cells that contain Comments.

CTRL+R Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.

CTRL+Y Repeats the last command or action.

CTRL+Z Uses the Undo command to reverse the last action.

ALT+F1 Creates a chart of the data in the current range.

ALT+SHIFT+F1 Inserts a new worksheet.



Model for Success™



Comcast Center, Philadelphia, PA, 2009.
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F9 Calculates the entire workbook.

SHIFT+ARROW KEY Extends the selection of cells by one cell.

CTRL+SHIFT+ARROW KEY Extends the selection of cells to the last nonblank cell in the same column or row as the active cell.

DELETE Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments.

CTRL+END Moves to the last cell on a worksheet, in the lowest used row of the rightmost used column.

ALT+ENTER Starts a new line in the same cell.

CTRL+HOME Moves to the beginning of a worksheet.

CTRL+SHIFT+HOME Extends the selection of cells to the beginning of the worksheet.

CTRL+PAGE DOWN Moves to the next sheet in a workbook.

CTRL+PAGE UP Moves to the previous sheet in a workbook.

CTRL+SPACEBAR Selects an entire column in a worksheet.

SHIFT+SPACEBAR Selects an entire row in a worksheet.

ALT+E+S+T Pastes copied formats only.

ALT+E+S+R Pastes copied formulas and number formats only.

ALT+E+S+U Pastes copied values and number formats only.

ALT+E+S+C Pastes copied Comments only.