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Using keyboard shortcuts in Excel by Neale Blackwood

If you see the plus + sign it means to hold the keys down.

When using keyboard shortcuts hold the Ctrl/Shift/Alt keys down first, then press the other keys

In the first example in the table below hold the Ctrl key down then press the S key to save the current file.

Some Alt key shortcuts are pressed in sequence, not held down.

Eg. To apply the Wrap Text format press in sequence the Alt key, the H key and the W key.

Function key shortcuts - on some laptop keyboards you must press the Fn key to access the function keys.

Shortcut key combination	Description / explanation
Ctrl + S	Saves current file - opens Saves As dialog if the file has not already been saved
F12	Opens Save As - used to rename a file, create another version
Ctrl + Z	Undo
Ctrl + *	Selects the current region - used to select a whole table in one step
Ctrl + Shift + 8	Use * on the numeric keypad
Ctrl + A	Selects either - current region or whole sheet. In a Formatted Table - data, data and headings or whole sheet When pressed multiple times it expands the selection
Ctrl + .	Cycles through the corners of a selected range. Each press changes the corner - used to check the extremities of a selected range
Ctrl + Full stop	
Ctrl + Arrow key	Navigation shortcut - best used in a table. Moves to the edges of the table. You can end up at the extreme edges of the sheet.
Ctrl + '	Copies the entry exactly from the cell above - no reference changes
Ctrl + Apostrophe	
Ctrl + +	Inserts rows, columns and cells. Be careful if the Insert dialog appears as this inserts cells - not usually what you want. Press Esc to cancel.
Ctrl + plus	
Ctrl + Shift + =	
Ctrl + Space	Selects current column
Shift + Space	Selects current row
Ctrl + -	Deletes rows, columns and cells. Be careful if the Delete dialog appears as this deletes cells - not usually what you want. Press Esc to cancel.
Ctrl + minus	
Esc	Cancels out of dialogs without doing anything
Navigation	
Ctrl + [Follows a formula link - usually follows the first reference in the formula
F5	Opens the GoTo Dialog - Special button has many useful options to select different types of cells
F5 Enter	Pressed in sequence not held down - will return to where you followed the link or hyperlink
Ctrl + K	Opens the Insert Hyperlink dialog
Ctrl + Home	Returns you to the top left of the sheet
Ctrl + Tab	Cycles through all the open Excel files
Ctrl + Page Up	Opens the sheet on the left of the current sheet - stops at the first sheet
Ctrl + Page Down	Opens the sheet on the right of the current sheet - stops at the last sheet

Shortcut key combination	Description / explanation
Formatting	
Ctrl + Shift + 4	Applies the Currency format with 2 decimal places eg \$1,000.00
Ctrl + Shift + 3	Applies the date format d-mmm-yy eg 1-Mar-18
Ctrl + Shift + 5	Applies the Percentage format with no decimal places eg 10%
Shift + Alt + Right arrow	Applies grouping to the selected rows or columns - grouping allows for easy hiding and unhiding of rows/columns
Shift + Alt + Left arrow	Removes grouping from the selected rows/columns
Alt Key	
Alt + ;	Selects visible cells only - hidden rows/columns ignored - used before copying
Alt + Enter	Inserts a line break in a cell - creates multiple lines within a cell
Alt key pressed in sequence, not held down	
Alt H W	Applies/removes the Wrap Text format to the selected region
Alt A C	Clears all filters in a table
Alt W F F	Applies/removes Freeze Panes (keeps rows at top and columns to the left)
Alt A V V	Opens the Data Validation dialog
Alt H V V	Paste Values
Shift Key	
Shift + arrows keys	Selects a range using the arrow keys
Shift + PageUp	Selects a large range using PageUp and PageDown keys
Shift + PageDown	
Ctrl + Shift + arrows keys	Select large ranges quickly - best used in tables
Shift + F2	Create or Edit a cell comment - like a sticky note for a cell
Shift + Space	Selects the current row
Ctrl + Space	Selects the current column
F2	Edits current cell
Ctrl + Shift + F3	Opens the Create from Selection dialog - used to create range names based on cell labels.
Screen Orientation	
Ctrl + Alt + Up Arrow	Returns the screen to its normal orientation

Neale Blackwood

Articles: <https://www.intheblack.com/topics/excel>

Website: www.a4accounting.com.au

Email: a4@iinet.net.au

Book: <https://a4accounting.com.au/new-book/>