

Excel® Keyboard Shortcuts (PC Version)

Quick Reference Guide

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Common

Close Excel	ALT F4
Close workbook	CTRL W
Copy screen to clipboard	PRNT SC
Copy selection	CTRL C
Copy window to clipboard	ALT PRNT SC
Cut selection	CTRL X
Delete column	ALT, H, D, C
Delete row	ALT, H, D, R
Delete worksheet	ALT, H, D, S
Help	F1
Insert column	ALT, I, C
Insert row	ALT, I, R
Insert worksheet	ALT, SHIFT, F1
Maximize/restore workbook window	CTRL F10
Minimize workbook window	CTRL F9
Open context menu	SHIFT F10
Open workbook	CTRL O
Paste selection	CTRL V
Print	CTRL P
Redo/Repeat action	CTRL Y
Save As dialog box	F12
Save workbook	CTRL S
Switch between open Excel windows	CTRL F6
Toggle Full Screen mode	CTRL, SHIFT, F1
Turn Key Tips On/Off	ALT
Undo action	CTRL Z

Data, Functions, and Formula Bar

Calculate active worksheet	SHIFT F9
Calculate all worksheets in open workbooks	F9
Cancel an entry in cell or formula bar	ESC
Clear cell content (data and formulas)	DELETE
Clear content of active cell	BACKSPACE
Complete cell entry/move one cell down	ENTER
Complete cell entry/move one cell left	SHIFT TAB
Complete cell entry/move one cell right	TAB
Complete cell entry/move one cell up	SHIFT, ENTER
Copy formula from cell above active cell	CTRL ^

Copy value of cell above active cell	CTRL, SHIFT, ^
Create chart of data in current range in new sheet	F11
Create embedded chart of data in current range	ALT, F1
Create, run, edit, or delete macros	ALT, F8
Cycle absolute and relative references in formula	F4
Define name to use in references	ALT, M, M, D
Delete text to end of line	CTRL, DELETE
Display Create Table dialog box	CTRL T
Display Error Checking menu/message	ALT, SHIFT, F10
Display Quick Analysis for selected cells	CTRL Q
Edit active cell	F2
Enter current date	CTRL ;
Enter current time	CTRL, SHIFT, ;
Expand or collapse formula bar	CTRL, SHIFT, U
Fill Down	CTRL D
Fill selected cell range with current entry	CTRL, ENTER
Flash Fill	CTRL E
Insert AutoSum formula	ALT =
Insert function	SHIFT, F3
Move cursor to end of text in formula bar	CTRL, END
Move one character up/down/left/right	↑ ↓ ← →
Move to beginning of line	HOME
Move to first field in next record of data form	ENTER
Open Power Query Editor	ALT F12
Open Visual Basic for Applications Editor	ALT F11
Paste name from Paste Name dialog box	F3
Refresh external data in workbook	CTRL, ALT, F5
Refresh external data in worksheet	ALT, F5
Select in formula bar (cursor to end)	CTRL, SHIFT, END
Start new line in same cell	ALT, ENTER
Stop refreshing external data	ESC
Turn formula checking tooltips on/off	CTRL, ALT, P

Formatting Cells

Add borders	ALT, H, B
Add outline border to selected cells	CTRL, SHIFT, &
Align Bottom	ALT, H, A, B
Align Center	ALT, H, A, C
Align Left	ALT, H, A, L

GUIDE KEY

NEXT TO ONE ANOTHER	SEPARATED BY COMMAS
CTRL C	ALT, H, D, R
Press together (Ctrl+C)	Press and release one at a time, in order

Align Middle	ALT, H, A, M
Align Right	ALT, H, A, R
Align Top	ALT, H, A, T
Apply Currency format	CTRL, SHIFT, \$
Apply Date format	CTRL, SHIFT, #
Apply General number format	CTRL, SHIFT, ~
Apply Number format	CTRL, SHIFT, !
Apply Percentage format	CTRL, SHIFT, %
Apply Scientific number format	CTRL, SHIFT, ^
Apply Time format	CTRL, SHIFT, @
Bold text or remove Bold formatting	CTRL B
Choose fill color	ALT, H, H
Choose font	ALT, H, F, F
Choose font color	ALT, H, F, C
Choose font size	ALT, H, F, S
Display or hide outline symbols	CTRL 8
Format fonts in Format Cells dialog	CTRL, SHIFT, F
Hide selected columns	CTRL 0
Hide selected rows	CTRL 9
Insert a note or open and edit cell note	SHIFT F2
Insert or open threaded comment	CTRL, SHIFT, F2
Italicize text or remove Italic formatting	CTRL I
Open Delete dialog box	CTRL -
Open Format Cells dialog box	CTRL 1
Open Insert hyperlink dialog box	CTRL K
Open Insert dialog box	CTRL, SHIFT, +
Open Paste Special dialog box	CTRL, ALT, V
Open Style dialog box	ALT *
Open Workbook Statistics dialog box	CTRL, SHIFT, G
Remove outline border	CTRL, SHIFT, _
Show/hide objects	CTRL 6
Spellcheck	F7

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Training Guide Windows 8

Yoram Bernet

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

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latest research and design based recommendations for how to design and implement a technology training program for older adults in Continuing Care Retirement Communities CCRCs The approach in the book concentrates on providing useful best practices for CCRC owners CEOs activity directors as well as practitioners and system designers working with older adults to enhance their quality of life Educators studying older adults will also find this book useful Although the guidelines are couched in the context of CCRCs the book will have broader based implications for training older adults on how to use computers tablets and other technologies *Cert Basic Training Instructor's Guide* Government Publishing Office, 2017-11-15 FEMA's Community Emergency Response Team CERT Basic Training Instructor Guide is a critical program in the effort to engage everyone in America in making their communities safer more prepared and more resilient when incidents occur Community based preparedness planning allows you and others interested from your community to prepare for and respond to anticipated disruptions and potential hazards following a disaster As individuals we can prepare our homes and families to cope during that critical period Through pre event planning neighborhoods and worksites can also work together to help reduce injuries loss of lives and property damage Neighborhood preparedness will enhance the ability of individuals and neighborhoods to reduce their emergency needs and to manage their existing resources until professional assistance becomes available The purpose of the CERT Basic Training is to provide you and others in your community who complete this course with the basic skills that they will need to respond to their community's immediate needs in the aftermath of a disaster when emergency services are not immediately available This course will be beneficial to individuals who desire the skills and knowledge required to prepare for and respond to a disaster Instructors for these community courses usually range from skilled fire and rescue instructors that have completed the CERT Train the Trainer course and are knowledgeable about the CERT model different types of hazards that present greatest risks for communities local building structures that may present greatest hazard in disaster events community's emergency operation plans and licensed Paramedics or Emergency Medical Technicians and nurses for providing hands on knowledge relating to disaster medical operations Related items FEMA's companion product CERT Basic Training Participant Manual can be found here <https://bookstore.gpo.gov/products/sku/027-002-00627-5> Emergency Management First Responders publications can be found here <https://bookstore.gpo.gov/catalog/security-defense-law-enforcement/emerg> Audience As each CERT is organized and trained in accordance with standard operating procedures developed by the sponsoring agency its members select an Incident Commander Team Leader IC TL and an alternate and identify a meeting location or staging area to be used in the event of a disaster This publication is ideal for the chosen IC TL and members of the CERT may want to consult this manual to understand the responsibilities of the IC TL [SQL Server 7 Administration](#) Christoph Wille, 1999 The MCSE Training Guide is designed to offer all the information needed to prepare for the MCSE exam with a variety of helpful features such as key information highlighting pre chapter outline end of chapter review fast facts and more Get prepared for MCSE certification

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many QoS technologies in the IETF and a Program Manager for QoS at Microsoft With the rapid increase in network traffic network professionals have been scrambling to add capacity to their networks But new applications such as multimedia keep driving up the demand for network services and network traffic continues to increase Quality of service technologies improve this situation by making efficient use of network capacity and giving you the network professional control over how network capacity is allocated to various applications and users This book explains the myriad QoS technologies that play a role in a QoS enabled network with a focus on how to implement these technologies within Windows **Resource Exchange Guide**,1994 **CompTIA Network+ Study Guide** Todd Lammle,2015-04-20 NOTE The exam this book covered CompTIA Network Exam N10 006 was retired by CompTIA in 2018 and is no longer offered For coverage of the current exam CompTIA Network Exam N10 007 please look for the latest edition of this guide CompTIA Network Study Guide Exam N10 007 4e 9781119432258 CompTIA s Network certification tells the world you have the skills to install configure and troubleshoot today s basic networking hardware peripherals and protocols But first you have to pass the exam This detailed CompTIA Authorized study guide by networking guru Todd Lammle has everything you need to prepare for the CompTIA s new Network Exam N10 006 Inside Todd covers all exam objectives explains key topics offers plenty of practical examples and draws upon his own invaluable 25 years of networking experience to help you learn Prepares you for Exam N10 006 the new CompTIA Network Exam Covers all exam objectives including network technologies network installation and configuration network media and topologies security and much more Includes practical examples review questions as well as access to practice exams and flashcards to reinforce learning Networking guru and expert author Todd Lammle offers invaluable insights and tips drawn from real world experience Prepare for the exam and enhance your career with the CompTIA Authorized CompTIA Network Study Guide Third Edition **State** ,1997-07 **State Magazine** ,1998 *Cisco Router Configuration and Troubleshooting* Mark Tripod,2000 For courses in Cisco Technology Cisco Guides and Certification Routing and Switching and Network Management Cisco Router Configuration Troubleshooting Second Edition serves as a reference for students studying network and system administration If your course tackles how to configure and maintain existing Cisco routers as well as get new hardware up and running add this book to your reading list The author begins by touching on the foundation behind routing technology networks protocols and hardware Then he jumps right into router configuration discussing setup local and wide area networking security and monitoring By providing advice and preferred practices instead of just rehashing Cisco documentation Tripod gives students information they can start using today The troubleshooting section uses a fictitious company to illustrate the different scenarios an administrator might encounter It includes situations that deal with Cisco routers as well as hardware from other companies mimicking the heterogeneous environment most administrators face **State Magazine. United States Department of State** ,1998 The NIH Record ,1992 **The Publishers Weekly** ,1909

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