

# Microsoft Excel Shortcuts

FACT SHEET FOR MICROSOFT WINDOWS & OFFICE 2013+



## Customize Excel

Make Excel work the way you want it to.

Open the options window

Applies across Office applications



Setting changes only affect the current device. To keep your experience consistent be sure to make the same changes on new devices.

TYPE	CONTROLS	SETTINGS TO CONSIDER
Formulas	Calculation options	Workbook Calculation: <b>Manual</b> (can speed up a large or complex workbook, keep F9 on standby)
	Formula performance	Enable iterative calculation: <b>off</b>
	Error handling	Enable background error checking: <b>off</b>
Save	Where, how many, how often	Don't show the backstage: <b>on</b>
Advanced	Editing	After pressing enter, move selection: <b>off</b>
	Editing	Allow editing directly in cell: <b>off</b>
	Editing	Extend data range formats and formulas: <b>off</b>
	Editing	Enable AutoComplete for cell values: <b>off</b>
	Cut, copy and paste	Show paste options buttons when content is pasted: <b>off</b>
	Cut, copy and paste	Show insert options buttons: <b>off</b>
Customize Ribbon	Add/remove tabs and commands	User preference
Quick Access Toolbar	Add/remove functions	Add your favorite functions to access them immediately using the Alt and number keys

## Keyboard Shortcuts

### Columns and Rows

Select **column** or **row**

**Insert** or **delete** selected column or row

### Data

Toggle filters

Insert sheet Delete sheet

**Search** or **replace**

**Add** or **remove** decimal place

Add a non-adjacent cell or range to a selection of cells by using the arrow keys.

Enter multiple lines in a cell

Combined keys Sequential keys

### View

**Normal view** or **page break preview**

Toggle freeze panes

**Select zoom level** or **zoom to 100%**

Jump to active cell if off screen

### Formulas

Toggle reveal formulas

Accept function with AutoComplete

Toggle large formula bar

AutoSum (checks for values above then left)

### F Keys

Help	<b>Add/edit comment</b> , Edit active cell	Paste Name	Cycle cell reference
Go To	Cycle <b>backwards</b> through panes Applies across Office applications	Check spelling Applies across Office applications	Toggle extend mode
Calculate workbook	Show <b>context menu</b> or key tips	Create chart sheet for selection	Save As Applies across Office

If editing directly in cell is disabled, F2 moves the cursor to the formula bar

Lists named cells for reference in formulae

Out of cell F4 repeats the last action

# Microsoft Word & PowerPoint Shortcuts

FACT SHEET FOR MICROSOFT WINDOWS & OFFICE 2013+



## General Tips and Shortcuts

### Instantly Open Applications in Windows 7+

Right click an open application in the taskbar and select pin to taskbar. Use the shortcut to load applications and keep their tab order consistent.

Load or switch directly to pinned taskbar applications  
Number keys 1-9 correspond to app order on the taskbar



### Move and Align Application Windows

Align active application or maximize/minimize it  
Left/right arrows to align, up/down to maximize/minimize



Move application to a secondary monitor



### General Microsoft Office Shortcuts

Toggle the ribbon



Open or close a file



Print



Undo or redo last action



Save or save as



New file



## Word Shortcuts

### Cursor

Move cursor to the start of the previous or next word



Move cursor to the start of the line or document  
Use the End key instead for the opposite actions



### Selection

The below shortcuts rely on the current cursor location

Select current line before or after



Select everything before or after



Select previous or next word



Select previous or next paragraph



### Tools and Utilities

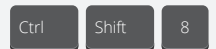
Find or replace a word



Alternate between open documents  
Applies across Office applications



Show paragraph notation



View documents side by side  
Also enables synchronized scrolling by default



### Editing

Insert page break



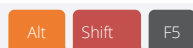
Delete previous or next word



## PowerPoint Shortcuts

### Presenting

Start presentation, from current slide, in presenter view



Jump directly to slide number  
During presentation



Display a blank black or white slide  
During presentation, press Esc to go back to presentation



Zoom in or out

During presentation, arrow keys to pan, Esc to return to normal zoom



### Tools and Utilities

Toggle slide sorter view



Toggle slide notes



Toggle the selection pane



### Slides and Objects

Jump to previous or next slide



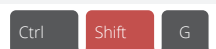
Insert a new slide



Duplicate selected object



Group or ungroup selected objects



Copy or paste object formatting



Cycle through slide objects



Increase or decrease font size of selected object



Align text left, center or right



IF YOU ARE USING A TOOL REPEATEDLY, PIN IT TO THE QUICK ACCESS TOOLBAR