


# Shortcut **KEYS**

## Excel 2007


### DOCUMENT MANAGEMENT

CTRL + N	=	New workbook
CTRL + O	=	Open document
 CTRL + S	=	Save
 CTRL + P	=	Print
CTRL + A	=	Select entire worksheet
CTRL + Spacebar	=	Select column
SHIFT + Spacebar	=	Select row
CTRL + F	=	Find
CTRL + H	=	Find and Replace
CTRL + G	=	Go To
CTRL + K	=	Insert a hyperlink
CTRL + W	=	Close workbook
SHIFT + F11	=	Insert a new worksheet
CTRL + Page Down	=	move to the next worksheet
CTRL + Page Up	=	move to the previous worksheet

### F KEYS

F1	=	Opens Microsoft Excel Help
F2	=	Edit in cell
 SHIFT + F3	=	Insert function
F4	=	Repeat last command or action
F5	=	Go To
F7	=	Spelling check
F12	=	Save As
SHIFT + F10	=	Shortcut menu
ALT + F8	=	Displays the Macro dialog box
ALT + F11	=	Displays the Visual Basic dialog box

### FORMATTING

 CTRL + B	=	Bold
CTRL + V	=	Paste

 CTRL + C	=	Copy
 CTRL + X	=	Cut
 CTRL + Z	=	Undo
 CTRL + I	=	Italic
 CTRL + U	=	Underline
ENTER	=	Complete cell entry and select the cell below.
SHIFT + ENTER	=	Complete the cell entry and select the cell above.
CTRL + SHIFT + F3	=	Name a region of cells
CTRL + D	=	Fill Down
CTRL + R	=	Fill to the Right
ALT + ENTER	=	Start a new line in the same cell
 CTRL + ; (semicolon)	=	Insert date
 CTRL + : (colon)	=	Insert time
CTRL + 5	=	Toggle through
CTRL + 9	=	Hide selected rows
CTRL + 0	=	Hide selected columns
CTRL + SHIFT + [ (open parenthesis)	=	Unhide hidden rows
CTRL + SHIFT + ] (closed parenthesis)	=	Unhide hidden columns
CTRL + I	=	Opens Format Cells dialog box

### QUICK ACCESS TOOLBAR

 ALT + F	=	Open Office menu
 CTRL + S	=	Save
 CTRL + Z	=	Undo
CTRL + N	=	New workbook
CTRL + F2	=	Print Preview
CTRL + O	=	Open

### RIBBON SHORTCUTS

To display all Accelerator keys on the Ribbon, press ALT

ALT + H	=	Open Insert tab on Ribbon
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# Microsoft Excel 2007 Shortcuts

**Bill Jelen**

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.

## **Microsoft Excel 2007 Shortcuts:**

**A Guide to Microsoft Excel 2007 for Scientists and Engineers** Bernard Liengme, 2008-11-27 Completely updated guide for scientists engineers and students who want to use Microsoft Excel 2007 to its full potential Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science Microsoft Excel as the industry standard spreadsheet has a range of scientific functions that can be utilized for the modeling analysis and presentation of quantitative data This text provides a straightforward guide to using these functions of Microsoft Excel guiding the reader from basic principles through to more complicated areas such as formulae charts curve fitting equation solving integration macros statistical functions and presenting quantitative data Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel brought fully up to date with the new Microsoft Office release of Excel 2007 Features of Excel 2007 are illustrated through a wide variety of examples based in technical contexts demonstrating the use of the program for analysis and presentation of experimental results Updated with new examples problem sets and applications [Excel 2007 For Dummies](#) Greg Harvey, 2011-02-10 One look at Excel 2007 with its new Office Button Quick Access toolbar and Ribbon and you realize you re not in Kansas anymore Well have no fear Excel 2007 for Dummies is here If you ve never worked with a computer spreadsheet or if you ve had some experience with earlier versions of Excel but need help transitioning here you ll find everything you need to create edit format and print your own worksheets without sacrificing your sanity Excel 2007 for Dummies covers all the fundamental techniques concentrating on only the easiest most user friendly ways to get things done You ll discover how to Rearrange delete and insert new information Keep track of and organize data in a single worksheet Transfer data between the sheets of different workbooks Create a chart using the data in a worksheet Add hyperlinks and graphics to worksheets And more Plus in keeping with Excel 2007 s more graphical and colorful look Excel 2007 for Dummies has taken on some color of its own with full color plates in the mid section of the book illustrating exactly what you ll see on your screen Whether you read it from cover to cover or skip to the sections that answer your specific questions the simple guidance in this book will have you excelling at home or in the office no time *Excel 2007 Miracles Made Easy* Bill Jelen, 2008-07-01 In this addendum to *Learn Excel from Mr Excel* the amazing new features offered in Excel 2007 are introduced Revealing the features that make this new version the best new release of Excel since 1997 this guide provides the necessary information to teach users to quickly unleash the powerful new features in Excel 2007 create incredible looking charts customize color themes to match their corporate logo utilize data visualization tools and learn Pivot Table improvements **Excel 2007: The Missing Manual** Matthew MacDonald, 2006-12-27 Microsoft Excel continues to grow in power sophistication and capability but one thing that has changed very little since the early 90s is its user interface The once simple toolbar has been packed with so many features over the years that few users know where to find them all Microsoft has addressed this problem in Excel 2007

by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use Unfortunately Microsoft's documentation is as scant as ever so even if users can find advanced features they probably won't know what to do with them Excel 2007 The Missing Manual covers the entire gamut of how to build spreadsheets add and format information print reports create charts and graphics and use basic formulas and functions Like its siblings in the Missing Manual series this book crackles with a fine sense of humor and refreshing objectivity about its subject guiding readers through the new Excel with clear explanations step by step instructions lots of illustrations and friendly time saving advice It's a perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information [Microsoft Office Excel 2007 QuickSteps](#) John Cronan,2007-01-09 Color screenshots and clear instructions show you how to use all the new and improved features available in this premier spreadsheet program *Excel 2007 Bible* John Walkenbach,2011-06-17 This book is a single reference that's indispensable for Excel beginners intermediate users power users and would be power users everywhere Fully updated for the new release this latest edition provides comprehensive soup to nuts coverage delivering over 900 pages of Excel tips tricks and techniques readers won't find anywhere else John Walkenbach aka Mr Spreadsheet is one of the liworld's leading authorities on Excel Thoroughly updated to cover the revamped Excel interface new file formats enhanced interactivity with other Office applications and upgraded collaboration features Includes a valuable CD ROM with templates and worksheets from the book Note CD ROM DVD and other supplementary materials are not included as part of eBook file **John Walkenbach's Favorite Excel 2007 Tips and Tricks** John Walkenbach,2008-12-31 John Walkenbach comments on the new Excel I've been using Excel for over 15 years and Excel 2007 is by far the most significant upgrade ever For starters we've got a new user interface new open file formats a larger worksheet grid better use of memory and CPUs new functions and more templates Dig a bit deeper and you'll find worksheet tables 100 levels of undo easier formula construction better looking charts unlimited color choices SmartArt a handy page layout view new conditional formatting options new collaboration features a very useful compatibility checker workbook themes and even skins so you can change the look of the entire program John Walkenbach's Favorite Excel 2007 Tips Tricks consists of a series of non trivial tips and tricks that cover all aspects of Excel Tips are improved ways of maximizing the power of Excel to create robust applications Tricks are shortcuts that will speed up application development with Excel John's favorites include tips and tricks on dealing with function arguments creating impossible charts pivot tables taming the new Ribbon why use a UserForm how to create add ins in Excel 2007 absolute vs relative references changing data entry orientation overcoming the 7 level nesting limit dynamic chart data sorting on more than three columns entering fake data for testing purposes custom functions and much more [Excel 2007](#) Matthew MacDonald,2006 Microsoft Excel continues to grow in power sophistication and capability but one thing that has changed very little since the early 90s is its user interface The once simple toolbar has been packed with so many features over the years that few users know where to

find them all Microsoft has addressed this problem in Excel 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use Unfortunately Microsoft's documentation is as scant as ever so even if users can find advanced features they probably won't know what to do with them Excel 2007 The Missing Manual covers the entire gamut of how to build spreadsheets add and format information print reports create charts and graphics and use basic formulas and functions Like its siblings in the Missing Manual series this book crackles with a fine sense of humor and refreshing objectivity about its subject guiding readers through the new Excel with clear explanations step by step instructions lots of illustrations and friendly time saving advice It's a perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information

**Microsoft Office Excel 2007 Data Analysis** Denise Etheridge, 2011-06-17 Welcome to the only guidebook series that takes a visual approach to professional level computer topics Open the book and you'll discover step by step screen shots that demonstrate over 110 Excel data analysis techniques including Identifying trends in your data Sorting filtering and identifying lists Creating editing and checking formulas Calculating interest rates and depreciation Performing simple sorts and filters Hiding rows or columns in a PivotTable Adding and removing chart data Querying an Access database Assigning digital signatures Solving a formula with a data table I was stuck on an Excel problem for two days Finally I opened one of your books and there was a macro to accomplish exactly what I needed You made me look good to the boss Rob L Meerscheidt The Woodlands TX High resolution screen shots demonstrate each task Succinct explanations walk you through step by step Two page lessons break big topics into bite sized modules Apply It and Extra sidebars highlight useful tips

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**Microsoft Excel 2010 In Depth** Bill Jelen,2010-06-25 Excel 2010 In Depth is the beyond the basics beneath the surface guide for everyone who wants to streamline their work with Excel 2010 and get more done in less time Legendary Excel expert Bill Jelen provides specific tested proven solutions to the problems Excel users run into every day challenges other books ignore or oversimplify Jelen thoroughly covers all facets of working with Excel 2010 and adds new chapters on Excel Web App which allows multiple users to edit a spreadsheet simultaneously New coverage also includes Slicer which offers dynamic filtering of PivotTables Sparklines which add data visualization to any cell Calculation engine which improves the speed and accuracy of math financial and statistical functions and the new version of Solver As with all In Depth books Excel 2010 In Depth presents comprehensive coverage breakthrough techniques exclusive shortcuts quick access to information troubleshooting help for tough problems and real world examples with nothing glossed over or left out Step by step instructions with icons guide readers through essential tasks such as designing tables entering data importing external data designing and executing queries and designing data entry forms and printed reports Additional chapters on advanced form and report design emphasize data entry efficiency and presentation clarity By Bill Jelen aka MrExcel an Excel MVP and the principal behind the leading Excel website MrExcel com Covers all aspects of working with Excel 2010 from its updated Ribbon interface to its breakthrough collaboration and improved business intelligence For everyone who wants to get the most out of Excel 2010 from casual users to corporate professionals

**Fundamentals of Crime Mapping** Rebecca Paynich,Bryan Hill,2013-03-18 The Second Edition of the popular Fundamentals of Crime Mapping Principles and Practice walks readers through the research theories and history of GIS in law enforcement This accessible text explains the day to day practical application of crime analysis for mapping Factual data from real crime analysis is included to reflect actual crime patterns trends series and what an officer or analyst can expect to see when he or she sits down to analyze and apply concepts learned Special topics discussed include an up to date discussion of the current crime trends in rural and urban areas the major ecological theories of crime the notion of geographic profiling empirical research using crime mapping tools basic mapping terminology and more New to the Second Edition All exercises and examples have been updated to reflect ArcGIS 10 0 and Excel 2010 Includes a workbook with engaging exercises to offer hands on application of the material All exercises and graphics have been updated to account for ArcGIS 10 0 and Excel 2010 though all exercises and examples for Excel 2007 remain Contains a NEW chapter discussing the various types of policing with an emphasis on the Compstat process intelligence led policing and problem oriented policing

*Using Excel for Business*



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