

**SHIFT+F11 or ALT+SHIFT+F1**

Insert a new worksheet.

**CTRL+PAGE DOWN**

Move to the next sheet in the workbook.

**CTRL+PAGE UP**

Move to the previous sheet in the workbook.

**SHIFT+CTRL+PAGE DOWN**

Select the current and next sheet. To cancel selection of multiple sheets, press CTRL+PAGE DOWN or, to select a different sheet, press CTRL+PAGE UP.

**SHIFT+CTRL+PAGE UP**

Select the current and previous sheet.

**CTRL+SPACEBAR**

Select the entire column.

**SHIFT+SPACEBAR**

Select the entire row.

**CTRL+A**

Select the entire worksheet.

**CTRL+SHIFT+\* (asterisk)**

Select the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable report, select the entire PivotTable report.

**ALT+ENTER**

Start a new line in the same cell.

**CTRL+ENTER**

Fill the selected cell range with the current entry.

**SHIFT+ENTER**

Complete a cell entry and select the previous cell above.

**F4 or CTRL+Y**

Repeat the last action.

**CTRL+D**

Fill down.

**CTRL+R**

Fill to the right.

**CTRL+K**

Insert a hyperlink

**CTRL+; (semicolon)**

Enter the date.

**CTRL+SHIFT+: (colon)**

Enter the time.

**CTRL+Z**

Undo the last action.

**ALT+0128**

Enters the euro symbol €

**ALT+= (equal sign)**

Insert an AutoSum formula with the SUM function.

**CTRL+' (apostrophe)**

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

**CTRL+` (single left quotation mark)**

Alternate between displaying cell values and displaying formulas.

**ALT+ENTER**

Start a new line in the same cell.

**F7**

Display the **Spelling** dialog box.

**CTRL+1**

Display the **Format Cells** dialog box.

**CTRL+SHIFT+~**

Apply the General number format.

**CTRL+SHIFT+\$**

Apply the Currency format with two decimal places (negative numbers in parentheses).

**CTRL+SHIFT+%**

Apply the Percentage format with no decimal places.

**CTRL+SHIFT+#**

Apply the Date format with the day, month, and year.

**CTRL+SHIFT+@**

Apply the Time format with the hour and minute, and AM or PM.

**CTRL+SHIFT+!**

Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.

**CTRL+5**

Apply or remove strikethrough.

**CTRL+9**

Hide the selected rows.

**CTRL+SHIFT+( (opening parenthesis)**

Unhide any hidden rows within the selection.

**CTRL+0 (zero)**

Hide the selected columns.

**CTRL+SHIFT+) (closing parenthesis)**

Unhide any hidden columns within the selection.

**CTRL+SHIFT+&**

Apply the outline border to the selected cells.

**CTRL+SHIFT+\_**

Remove the outline border from the selected cells.

**ALT+T**

Apply or remove the top border.  
**ALT+B**  
Apply or remove the bottom border.  
**ALT+L**  
Apply or remove the left border.  
**ALT+R**  
Apply or remove the right border.  
**ALT+H**  
If cells in multiple rows are selected, apply or  
remove the horizontal divider.  
**ALT+V**

If cells in multiple columns are selected, apply  
or remove the vertical divider.  
**ALT+D**  
Apply or remove the downward diagonal  
border.  
**ALT+U**  
Apply or remove the upward diagonal border.  
Ungroups grouped items in a PivotTable field.  
**F11 or ALT+F1**  
Creates a chart of the data in the current range.

**Chris Menard**  
**Microsoft Office Master Instructor**  
Triality Software Training  
Stockbridge, GA  
(678) 565-1974  
*Training provider for the Georgia Society of CPAs*  
email: [chris@trialityonline.com](mailto:chris@trialityonline.com)  
web: [www.trialityonline.com](http://www.trialityonline.com)