

# EXCEL SHORTCUTS



KEY	ALONE	SHIFT	CTRL	ALT	SHIFT CTRL
F1	Help			Insert Chart Sheet	
F2	Edit Mode	Insert/Edit Comment		Save As	
F3	Paste Name Formula	Insert Function	Define Name		Create Names (Labels)
F4	Repeat / Anchor	Find Again	Close Window	Quit Excel	
F5	Goto	Find	Restore Window Size		
F6			Next Workbook		Prev Workbook
F7	Spell Check		Move Window		
F8	Extend Selection	Add To Selection		Macros	
F9	Calculate All	Calculate Worksheet	Minimize Workbook		
F10	Activate Menu	Context Menu	Restore Workbook		
F11	New Chart Sheet	Insert Worksheet		VBA Editor	
F12	Save As	Save	Open		Print
KEY	ALONE	SHIFT	CTRL	ALT	SHIFT CTRL
A			Select All		Formula Arguments
B			Bold		
C			Copy		
D			Fill Down	Data Menu	
E				Edit Menu	
F			Find	File Menu	Font Name
G			Goto		
H			Replace	Help Menu	
I			Italics	Insert Menu	
J					
K			Insert Hyperlink		
L					
M					
N			New Workbook		
O			Open Workbook	Format Menu	Select Comments
P			Print		Font Size
Q					
R			Fill Right		
S			Save		
T				Tools Menu	
U			Underline		
V			Paste		
W			Close Workbook	Window Menu	
X			Cut		
Y			Repeat Active		
Z			Undo		
~ (~)			Toggle Formula View		General Format
1 (!)			Cell Format		Number Format
2 (@)			Toggle Bold		Time Format
3 (#)			Toggle Italics		Date Format
4 (\$)			Toggle Underline		Currency Format
5 (%)			Toggle Strikethru		Percent Format
6 (^)					Exponent Format
7 (&)			Standard Toolbar		Apply Border
8 (*)					Select Region
9 (I)			Hide Rows		Unhide Rows
0 (I)			Hide Columns		Unhide Columns
KEY	ALONE	SHIFT	CTRL	ALT	SHIFT CTRL
-			Delete Selection	Control Menu	No Border
= (+)	Formula			Auto Sum	Insert cells/rows/column
[			Direct Dependents		Direct Precedents
]			All Dependents		All Precedents
;			Insert Date	Select Visible Cells	Insert Time
' (apostrophe)			Copy From Above	Style	Copy Cell Value Above
:			Insert Time		
/			Select Array		Select Array
\			Select Differences		Select Unequal Cells
Insert	Insert Mode		Copy		
Delete	Clear		Delete To End Of Line		
Home	Begin Row		Start Of Worksheet		
End	End Row		End Of Worksheet		
Page Up	Page Up		Previous Worksheet	Left 1 screen	
Page Down	Page Down		Next Worksheet	Right 1 screen	
Left Arrow	Move Left	Select Left	Move Left Area		
Right Arrow	Move Right	Select Right	Move Right Area		
Up Arrow	Move Up	Select Up	Move Up Area		
Down Arrow	Move Down	Select Down	Move Down Area	Drop down list	
Space Bar	Space	Select Row	Select Column	Control Box	Select All
Tab	Move Right	Move Left	Switch Workbooks	Next Application	Previous Window
Enter			Fill Selected Range	Formula Line Break	Range Formula

Navigator Project Finance provides Financial Modelling, Model Reviews and Training for Project Developers, Banks and Financial Advisors around the world.

[www.navigatorPF.com](http://www.navigatorPF.com)

Shortcuts - Version 2007/02/07

navigator   
PROJECT FINANCE

FINANCIAL MODELLING FOR INTELLIGENT TEAMS