

Excel 2003 Keyboard Shortcuts

Keyboard shortcuts are the quickest way of getting tasks done in Excel. In Excel 2007 it is even more beneficial to have some worthwhile keyboard shortcuts under your belt to save time.

Standard Ctrl + N - New Workbook Ctrl + O - Open Ctrl + W - Close Window Alt + F4 - Quit Excel Ctrl + S - Save Ctrl + P - Print Ctrl + Z - Undo Ctrl + Y - Redo Ctrl + K - Hyperlink Ctrl + ' - Copy Cell Above Ctrl + ; - Insert Today's Date Ctrl + + - Insert Row or Column Shift + F11 - New Worksheet F1 - Help F2 - Edit Mode F5 - Go To F7 - Spell Check Alt + F11 - VB Editor	Selection and Navigation Ctrl + F - Find Ctrl + G - Go To Ctrl + H - Replace Ctrl + Arrow - End of Row or Column Ctrl + Home - Start of Worksheet Ctrl + End - End of Worksheet Ctrl + Page Up - Previous Worksheet Ctrl + Page Down - Next Worksheet Ctrl + Tab - Move to Next Open Workbook Ctrl + A - Select All Ctrl + Shift + Arrow - Select Range to End of Row or Column Ctrl + Shift + Home - Select Range to Start of Worksheet Ctrl + Shift + End - Select Range to End of Worksheet Ctrl + Spacebar - Select Column Ctrl + Spacebar - Select Row
Formatting Ctrl + B - Bold Ctrl + I - Italic Ctrl + U - Underline Ctrl + 1 - Format Cells	Moving and Copying Ctrl + X - Cut Ctrl + C - Copy Ctrl + V - Paste Click and Drag - Move Ctrl + Click and Drag - Copy
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