



Microsoft Excel - Foundations

Keyboard Shortcuts

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Keyboard Shortcuts

- Shortcut keys help in providing an easier and quicker method of navigating and executing commands in the computer software.
- Shortcut keys, when used instead of clicking in the toolbar, help the user to move within Excel and perform major functions increasing efficiency, speed and productivity.
- Advantages of using shortcuts:
 - efficiency;
 - complementarity;
 - precision.

Keyboard Shortcuts

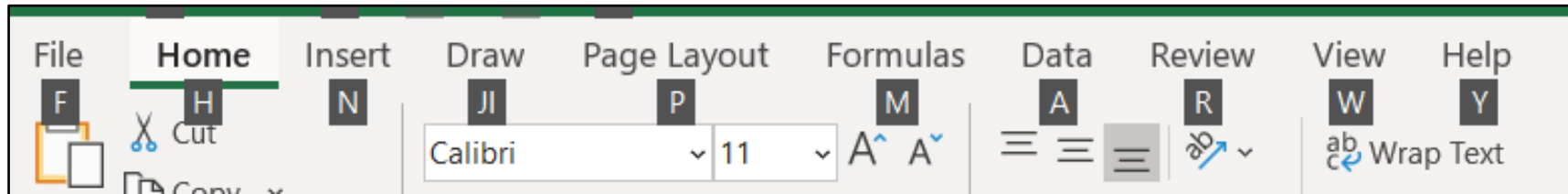
- Shortcut keys are commonly accessed by using the **Alt** key, **Ctrl** key, Command key (on Apple computers), or **Shift** key in conjunction with another key.
- Example of Shortcuts are :

Operation	Shortcut
Undo last action	Ctrl + Z
Copy selected cells	Ctrl + C
Cut selected cells	Ctrl + X
Paste	Ctrl + V
Format Cells	Ctrl + 1
Absolute and relative references	F4
Add or remove border right	Alt, H, B
Insert new worksheet	Shift + F11

Keyboard Shortcuts (ALT key)

Use the keyboard to work with the ribbon:

- Press and release the **ALT** key.



- You see the little boxes called **KeyTips** over each command available in the current view.
- Press the letter shown in the KeyTip over the command you want to use.
- Depending on which letter you pressed, you might see additional KeyTips.
- Continue pressing letters until you press the letter of the specific command you want to use.

Keyboard Shortcuts

Additional Excel keyboard shortcuts can be found in the following links:

- For Windows users:

<https://support.microsoft.com/en-gb/office/keyboard-shortcuts-in-excel-1798d9d5-842a-42b8-9c99-9b7213f0040f#PickTab=Windows>

- For Apple users:

<https://support.microsoft.com/en-gb/office/keyboard-shortcuts-in-excel-1798d9d5-842a-42b8-9c99-9b7213f0040f#PickTab=macOS>