

## Keyboard shortcuts in Excel – Lecture (8)

Instructor

Instructor

Instructor

Lect. Dalal . S

Assistant Lecturer: Maha.S

Assistant Lecturer Yasser.Kh

**Keyboard shortcuts in Excel 2010****1-General - Excel Shortcuts:**

<b>ACTION</b>	<b>EXCEL SHORTCUTS</b>
Open Options	Alt, F, T
Open help	F1
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Copy selected cells	Ctrl + C
Repeat last action	F4
Cut selected cells	Ctrl + X
Paste content from clipboard	Ctrl + V
Paste Special dialog box	Ctrl + Alt + V
Find and Replace	Ctrl + F
Find and Replace, Replace selected	Ctrl + H
Find previous match	Ctrl + Shift + F4
Find next match	Shift+ F4
Create embedded chart	Alt + F1
Create chart in new worksheet	F11

**2-File - Excel Shortcuts:**

<b>ACTION</b>	<b>EXCEL SHORTCUTS</b>
Create new Workbook	Ctrl + N
Open workbook	Ctrl + O

## Keyboard shortcuts in Excel – Lecture (8)

Instructor

Instructor

Instructor

Lect. Dalal . S

Assistant Lecturer: Maha.S

Assistant Lecturer Yasser.Kh

Save workbook	Ctrl + S
Save as	F12
Print file	Ctrl + P
Open print preview window	Ctrl + F2
Close current workbook	Ctrl + F4
Close Excel	Alt + F4

**3-Ribbon - Excel Shortcuts:**

ACTION	EXCEL SHORTCUTS
Expand or collapse ribbon	Ctrl + F1
Activate access keys	Alt
Move to next ribbon control	Tab
Activate or open selected control	Space
Confirm control change	Enter
Get help on selected control	F1

**4-Tables and Data Forms - Excel Shortcuts:**

ACTION	EXCEL SHORTCUTS PDF
Insert table	Ctrl + T
Select table row	Shift + Space
Select table column	Ctrl + Space
Select table	Ctrl + A
Toggle table total row	Ctrl + Shift + T

## Keyboard shortcuts in Excel – Lecture (8)

Instructor

Instructor

Instructor

Lect. Dalal . S

Assistant Lecturer: Maha.S

Assistant Lecturer Yasser.Kh

Move to the next field which can be edited	Tab
Move to the previous field which can be edited	Shift + Tab
Move to the first field in the next record	Enter
Move to the first field in the previous record	Shift + Enter
Move to the same field 10 records forward	Page Down
Move to the same field 10 records back	Page Up
Move to a new record	Ctrl + Page Down
Move to a first record	Ctrl + Page Up
Move to the beginning of a field	Home
Move to the end of a field	End

**5-Filters - Excel Shortcuts:**

<b>ACTION</b>	<b>EXCEL SHORTCUTS</b>
Activate filter	Alt + ↓
Toggle Autofilter	Ctrl + Shift + L
Clear slicer filter	Alt + C
Select the next item in the AutoFilter list	↓
Select the previous item in the AutoFilter list	↑
Close the AutoFilter list for the current column	Alt + ↑
Select the first item in the AutoFilter list	Home
Select the last item in the AutoFilter list	End