

EXCEL SHORTCUTS & TECHNIQUES

MENU KEYBOARD SHORTCUTS

About Excel/On-line Help	⌘ - ?	Fill selection with formula	Option - Enter
Calculate now	⌘ =	Goto	⌘ - G
Canceling a command	⌘ - .	Insert	⌘ - I
Clear (cell contents only)	⌘ - B	Insert current time / formula bar	⌘ - ;
Close active window	⌘ - W	Insert current date / formula bar	⌘ - -
Copy	⌘ - C	Insert into formula bar the value of the cell immediately above the active cell	⌘ - '
Copy picture (Copies selection in PICT format)	⌘ - Shift- C	New	⌘ - N
Cut	⌘ - X	Open	⌘ - O
Data Find next	⌘ - F	Paste	⌘ - V
Data Find previous	⌘ - Shift- F	Print	⌘ - P
Define Name	⌘ - L	Quit	⌘ - Q
Delete	⌘ - K	Reference	⌘ - T
Enter array formula (⌘-Enter also used to link a range of cells to a range in another worksheet)	⌘ - Enter	Save	⌘ - S
Find command(Formula menu)	⌘ - J	Select all cells	⌘ - A
Formula Find next	⌘ - H	Select Chart	⌘ - A
Formula Find previous	⌘ - Shift- H	Send top-most window to bottom of stack	⌘ - M
Extract	⌘ - E	Send bottom-most window to top of stack	⌘ - Shift- M
Fill Down	⌘ - D	Undo	⌘ - Z
Fill Right	⌘ - R		

Dialog Box Shortcuts

Dialog boxes with radio buttons
(e.g. Alignment command/Format menu)

To select an option, type first letter of desired option.
To select option and close dialog box, double-type first letter of desired option.
To restore previous settings, type first letter of dialog heading (eg. **a** for Alignment).

Dialog boxes with check boxes
(e.g. Style command/Format menu)

Type first letter of desired option to turn the option on or off (e.g. **b** for Bold).
To restore previous settings, type first letter of dialog heading (eg. **s** for Style).

Dialog boxes with both buttons & text entry boxes (e.g. Save As/File menu)

Hold down ⌘ while typing first letter of desired option: e.g. ⌘ - T to save worksheet as text file.

Open and Save Dialog boxes (File menu)

To eject a disk, type ⌘ - E.
To change disk drives, type ⌘ - D.

All File menu Dialog boxes

Double type Y for yes, N for no.

All Dialog boxes

Type ⌘ - period to cancel dialog;
Press Return or Enter to complete dialog.

Gallery Menu commands

To select a chart format from a set of choices presented by a Gallery command, double type the number of the desired format.

OTHER KEYBOARD SHORTCUTS

Inserting Cells/Rows/Columns

Hold down the Option key while clicking on cells, row headings or column headings.

EXCEL SHORTCUTS & TECHNIQUES

SELECTING CELLS

Make a multiple selection

Hold down Command key while clicking on desired cells.

Change the active cell in a selection

Hold down Command key while clicking on desired cell.

Select a range of cells

Click on cell, row head or column head at beginning of range, scroll to cell, row or column at end of range then hold down Shift key while clicking.

EXCEL SHORTCUTS & TECHNIQUES

Extend a selection

Press Shift key down while clicking on desired cell(s), row heading(s) or column heading(s).

Moving a Selection

Hold down the Option key while pressing Return (selects next block of cells downward) or Tab (selects next block of cells to the right).

Hold down both the Shift and Option keys while pressing Return or Tab to move selection up or to the left.

USING FONTS

The following table shows the maximum number of rows and columns that can be viewed on screen and printed on a single page using various font and font size combinations. This table is based on the following assumptions:

- Column sizes: all worksheet columns set to Standard width (10 digits)
- Worksheet window size: full-screen (via zoom box) on a Mac SE.
- Page Setup: Default settings with the exception of Print row/column headings and Print gridlines (both turned off).

Font	ScreenPrint/Portrait		Print/Landscape			
	Rows	Columns	Rows	Columns	Rows	Columns
Geneva 9	20	7	49	8	36	10
Geneva 10	20	6	49	7	36	9
Geneva 12	16	5	40	6	29	8
New York 9	20	7	³ 49	8	36	10
New York 10	20	7	³ 49	8	36	10
New York 12	16	5	40	6	29	8
Helvetica 9	¹ 24	8	58	9	42	12
Helvetica 10	¹ 22	7	54	7	39	10
Helvetica 12	18	6	46	6	33	9
Helvetica Narrow 9	¹ 24	8	58	9	42	12
Helvetica Narrow 10	¹ 22	8	54	9	39	12
Helvetica Narrow 12	¹ 19	8	46	9	33	12
Times 9	24	8	58	9	42	12
Times 10	22	8	54	9	39	12
Times 12	20	7	49	7	36	10
Bookman 9	² 24	7	58	7	42	10
Bookman 10	22	7	54	7	39	10
Bookman 12	19	5	46	5	33	8
Palatino 9	² 22	8	54	9	39	12
Palatino 10	20	8	49	9	36	12
Palatino 12	17	7	43	7	31	10
Avant Garde 9	¹ 22	7	³ 54	7	39	10
Avant Garde 10	20	8	49	9	36	12
Avant Garde 12	¹ 19	7	46	7	33	10
NewCent Schlbk 9	¹ 22	7	³ 54	7	39	10
NewCent Schlbk 10	¹ 20	8	49	9	36	12
NewCent Schlbk 12	18	7	46	7	33	10

Some notes regarding the above table:

1. Must stretch window vertically to see specified number of rows on screen.
2. 9 point size not in System file (you must type in size); resultant font hard to read on screen.
3. You can easily get an extra print column by reducing margin sizes.
4. More columns can be viewed on screen and printed on a single page if narrower columns are used. As well, the number of rows and columns that can be printed on a single page can be increased by reducing the margin settings or by applying a reduction factor — use the Page Setup options “Reduce or Enlarge” (LaserWriter) or “Special Effects/50% reduction” (ImageWriter II). For example, to print twelve months of data on a single page using Helvetica Narrow, set the width of each monthly column to 9 digits, and set the width of the first column (usually a categories column) to 24. Lastly, set both left and right margins to 0.4”

The above information was compiled by Larry M. Schuck, 343 Pinewind Rd. N.E., Calgary, Alberta, Canada. Please feel free to circulate this document to anyone who might find it useful.