

# EXCEL SHORTCUTS & TECHNIQUES

## MENU KEYBOARD SHORTCUTS

About Excel/On-line Help ⌘ - ?  
Calculate now..... ⌘ =  
Canceling a command..... ⌘ - .  
Clear (cell contents only)..... ⌘ - B  
Close active window..... ⌘ - W  
Copy ..... ⌘ - C  
Copy picture..... ⌘ - Shift- C  
(Copies selection in PICT format)  
Cut..... ⌘ - X  
Data Find next..... ⌘ - F  
Data Find previous..... ⌘ - Shift- F  
Define Name..... ⌘ - L  
Delete..... ⌘ - K  
Enter array formula..... ⌘ - Enter  
(⌘-Enter also used to link a range  
of cells to a range in another worksheet)  
Find command(Formula menu)..... ⌘ - J  
    Formula Find next..... ⌘ - H  
    Formula Find previous..... ⌘ - Shift- H  
Extract..... ⌘ - E  
Fill Down..... ⌘ - D  
Fill Right..... ⌘ - R

### Dialog Box Shortcuts

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

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

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

Open and Save Dialog boxes (File menu)

All File menu Dialog boxes

All Dialog boxes

Gallery Menu commands

Fill selection with formula..... Option - Enter  
Goto..... ⌘ - G  
Insert..... ⌘ - I  
Insert current time / formula bar..... ⌘ - ;  
Insert current date / formula bar..... ⌘ - --  
Insert into formula bar the value of  
the cell immediately above the  
active cell..... ⌘ - '  
New..... ⌘ - N  
Open..... ⌘ - O  
Paste..... ⌘ - V  
Print..... ⌘ - P  
Quit..... ⌘ - Q  
Reference..... ⌘ - T  
Save..... ⌘ - S  
Select all cells..... ⌘ - A  
Select Chart..... ⌘ - A  
Send top-most window to bottom  
of stack..... ⌘ - M  
Send bottom-most window to top  
of stack..... ⌘ - Shift- M  
Undo..... ⌘ - Z

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).

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).

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

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

Double type Y for yes, N for no.

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

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.

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## 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.

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## 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		Rows	Print/Landscape		Rows	Columns
	Rows	Columns		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	<sup>3</sup> 49	8	36	10	
New York 10	20	7	<sup>3</sup> 49	8	36	10	
New York 12	16	5	40	6	29	8	
Helvetica 9	<sup>1</sup> 24	8	58	9	42	12	
Helvetica 10	<sup>1</sup> 22	7	54	7	39	10	
Helvetica 12	18	6	46	6	33	9	
Helvetica Narrow 9	<sup>1</sup> 24	8	58	9	42	12	
Helvetica Narrow 10	<sup>1</sup> 22	8	54	9	39	12	
Helvetica Narrow 12	<sup>1</sup> 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	<sup>2</sup> 24	7	58	7	42	10	
Bookman 10	22	7	54	7	39	10	
Bookman 12	19	5	46	5	33	8	
Palatino 9	<sup>2</sup> 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	<sup>1</sup> 22	7	<sup>3</sup> 54	7	39	10	
Avant Garde 10	20	8	49	9	36	12	
Avant Garde 12	<sup>1</sup> 19	7	46	7	33	10	
NewCent Schlbk 9	<sup>1</sup> 22	7	<sup>3</sup> 54	7	39	10	
NewCent Schlbk 10	<sup>1</sup> 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.*