




Cool Things You Can Do With Excel

- Increase the default font size (*Options/General tab*)
- Add a worksheet to a workbook/Name worksheets (*Double-click sheet name*)
- Adding color to a worksheet
- Adding a picture background to a worksheet (*Format/Sheet/Background*)
- Auto-shrink columns (*Double-click column header border*)
- Changing the orientation rows/columns (*Copy, then Edit/Paste Special/Transpose*)
- Changing the orientation of text/Word wrap (*Format/Cells/Alignment/Orientation*)
- Put totals on top row or left column
- Column headings-every printed page (*File/Page Setup/Sheet/Rows to repeat at top*)
- Split vs Freeze Pane (*Window/Split or Window/Freeze Panes*)
- Select Non-Consecutive Rows (*press  Windows /  Macintosh*)
- Format Painter 
- AutoFill
- Filtering (*Data/Filter/AutoFilter*)
- Interactive Charts
- Pictographs(*Click bar/copy picture/paste into bar/Right-click/Format Data Point/Stack&Scale to*)
- Intersheet formulas
- Merge names into a certificate (*Win-Tools/Letters & Mailings/Mail Merge*)
(*Mac-Tools/Data Merge Manager*)

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Keyboard Commands

File & Window Commands	Windows Keys	Macintosh Keys
Open file	Control+O	Command+O
Save file	Control+S	Command+S
Print file	Control+P	Command+P
Close window	Control+W	Command+W
Undo/Redo	Windows Keys	Macintosh Keys
Undo an action	Control+Z	Command+Z
Redo an action	Control+Y	Command+Y
Enter Data	Windows Keys	Macintosh Keys
Start a New Line in the Same Cell	Alt+Enter	Command+Option+Return
Enter Data or “Do the Math”	Enter	Return
Enter Data and Move Up 1 Cell	Shift+Enter	Shift+Return
Enter Data and Move Right 1 Cell	Tab	Tab
Enter Data and Move Left 1 Cell	Shift+Tab	Shift+Tab
Cancel Entry in the Cell	ESC	ESC
Fill Down	Control D	Control D
Fill Right	Control R	Control R
Enter Sum Formula	Alt+=	Command+Shift+T
Insert Time	Control+Shift+: (colon)	Control+Shift+: (colon)
Insert Today’s Date	Control+; (semicolon)	Control+; (semicolon)
Align Text	Windows Keys	Macintosh Keys
Center a Text		Command+E
Left Align Text		Command+L
Right Align Text		Command+R
Format Text	Windows Keys	Macintosh Keys
Bold	Control+B	Command+B
Italics	Control+I	Command+I
Underline	Control+U	Command+U
Show Format Cells Dialog Box	Control+1	Command+1
Format as Currency with 2 Decimal Places	Control+Shift+4	Control+Shift+4
Format as Percent with No Decimal Places	Control+ Shift+%	Control+ Shift+%
Format as Number, 2 Decimal Places, Comma	Control+Shift+!	Command+Shift+!
Hide Row	Control+9	Control+9
Unhide Row	Control+Shift+9	Control+Shift+9
Hide Column	Control+0	Control+0
Unhide Column	Control+Shift+0	Control+Shift+0
Edit Text	Windows Keys	Macintosh Keys
Copy text	Control+C	Command+C
Paste text	Control+V	Command+V
Find & replace	Control+F	Command+F
Delete Selected Text	Control+- (hyphen)	Control+- (hyphen)
Insert Cells	Control+Shift++ (plus sign)	Control+Shift++ (plus sign)
AutoFilter List	Windows Keys	Macintosh Keys
Shows AutoFilter list In Cell with Drop-Down Arrow	Alt+ Down Arrow	Option+Down Arrow
Selects Next Item in AutoFilter List When List is Shown	Down Arrow	Down Arrow
Filters the List Based on the Item Selected in AutoFilter List	Enter	Return

To find more Keyboard Commands, type the words Keyboard Shortcuts in the Office Assistant box or other Help feature.

