

LESSON 180

EXCEL SPREADSHEET KEYBOARD SHORTCUTS

Excel is the premier spreadsheet software program in use today. A spreadsheet provides you with an electronic piece of paper with both vertical and horizontal lines. The sections created where these lines intersect are called cells. By placing formulas in strategic places, you can have Excel calculate sums, averages and other mathematical operations.

Formatting your work can easily be done from your keyboard. Here are some of the shortcuts you'll find helpful.

Ctrl+1	Opens the Format Cells dialog box
Ctrl+B	Sets or removed Boldface
Ctrl+I	Sets or removes Italic
Ctrl+U	Sets or removes Underline
Ctrl=5	Sets or removes strikethrough
Ctrl+Shift+~	Applies general number format
Ctrl+Shift+!	Applies comma format with 2 decimal places
Ctrl+Shift+\$	Applies currency format with 2 decimal places
Ctrl+Shift+%	Applies percent format with no decimal places
Ctrl+Shift+&	Applies border to outline
Alt+'	Selects Format, Style.

Excel contains a category of number formats called Special. The Special category contains the following formats:

Zip Code:	Retains any leading zeros - e.g. 00123
Zip Code +4:	Separates last 4 from 1st 5, keeps leading zeros
Phone Number	Encloses 1st three digits in parentheses separates last four numbers from 1st three with a dash (213) 520-1KFI
Social Security	Places dashes to separate in groups of three, two and four. (342-33-2000)

These special numbers are useful when you use Excel to create a database that includes zip code and phone number information.

Ctrl+Shift+@	Applies time format (hour, minute, a.m. / p.m.)
Ctrl+Shift+#	Applies the date format (day, month, year)

To use these special number formats, click on Format and then on Cells. Click on Special in the Category box and then click on the special format of your choice. You can apply these special number formats to existing information by highlighting the information first.

