

Week 3: Toolbox

Keyboard Shortcuts:



Windows Shortcuts: [Microsoft Office Support pages](#) | **Mac Shortcuts:** [Microsoft Office Support pages](#)

CTRL + SHIFT + & (CMD + OPTION + 0) -- Add a border around the outside of selected cells

CTRL + B (CMD + B) -- Change selection to **Bold** Text

CTRL+Arrow keys (CMD+Arrow keys) -- Go to first/last cell in a row, column.

CTRL+Home (CMD+Home) -- Select the first non-blank cell.

CTRL + End (CMD+End) -- Go to the last non-blank cell.

Ninja Tips for the Week:



Format Painter

You can double-click on the Format Painter and it will remain active as long as you need it. When you are done, simply press Escape. This is very cool - switch over to Excel and try it out now!

Widening Columns

So, you have been entering data into your spreadsheet but all of sudden you notice that one entry has turned into this: #####. Don't panic, your data is still there - Excel is just giving you a nudge to let you know that your column is not wide enough to display all of the data. There are three easy ways of widening your column. Option 1: Double click on the black line between your column and the next. Your column will automatically widen to display your number. Option 2: Hover your mouse cursor over the little black line between your column and the next, then drag it to the desired width. Option 3: right-click on the column and select 'Column Width' from the context menu, then enter a width of your choosing.