

Week 1: Toolbox

Keyboard Shortcuts



If a shortcut requires pressing two or more keys at the same time, keys are separated by a + sign. An exhaustive list of shortcuts is available on the [Microsoft Office Support pages](#). Below are a small number of shortcuts that we have selected to improve your speed and efficiency. The list is by no means exhaustive. Mac shortcuts are listed in brackets (In newer versions of Excel on Mac, the CTRL+ shortcut keys also work). For a list of Mac specific keyboard shortcuts see the [Microsoft Office \(for Mac\) Support page](#).

If you need to move to another worksheet but don't want to take your hands off the keyboard, you can use these shortcuts:

CTRL + Page Down | Option + Right Arrow: Move to the next sheet in the workbook.

CTRL + Page Up | Option + Left Arrow: Move to the next sheet in the workbook.

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

Excel Terminology



3-D Reference

The references we have used before can be thought of as 2-D references because they have 2 dimensions (2 important things to specify to identify a cell): columns (letters) and rows (numbers). They might refer to a single cell (**A3**), a range in the same row or column (**A3:D3**, **B2:B5**), or span multiple rows and columns (**A3:D6**). These cells must all be on the same Worksheet.

If you expand these references to include multiple Worksheets, you get a 3-D reference (an extra dimension to specify to identify a cell). Again, these can refer to a single cell on multiple Worksheets (**Sean:Carlos!C8**), or a range of cells on multiple Worksheets (**Sean:Carlos!C8:E13**).

Structure

In this topic, structure refers to the way the data is arranged in the workbook (this means the number of rows and columns into which the data is entered and also the order of the rows and columns that the data appears in).

Workbook

This is your entire Excel file. It contains 1 or more Worksheets.

Worksheet

Often just called a Sheet, this is where your data and charts live in Excel. You must have at least 1 Worksheet in your Workbook and the upper limit is only limited by the resources on your computer.

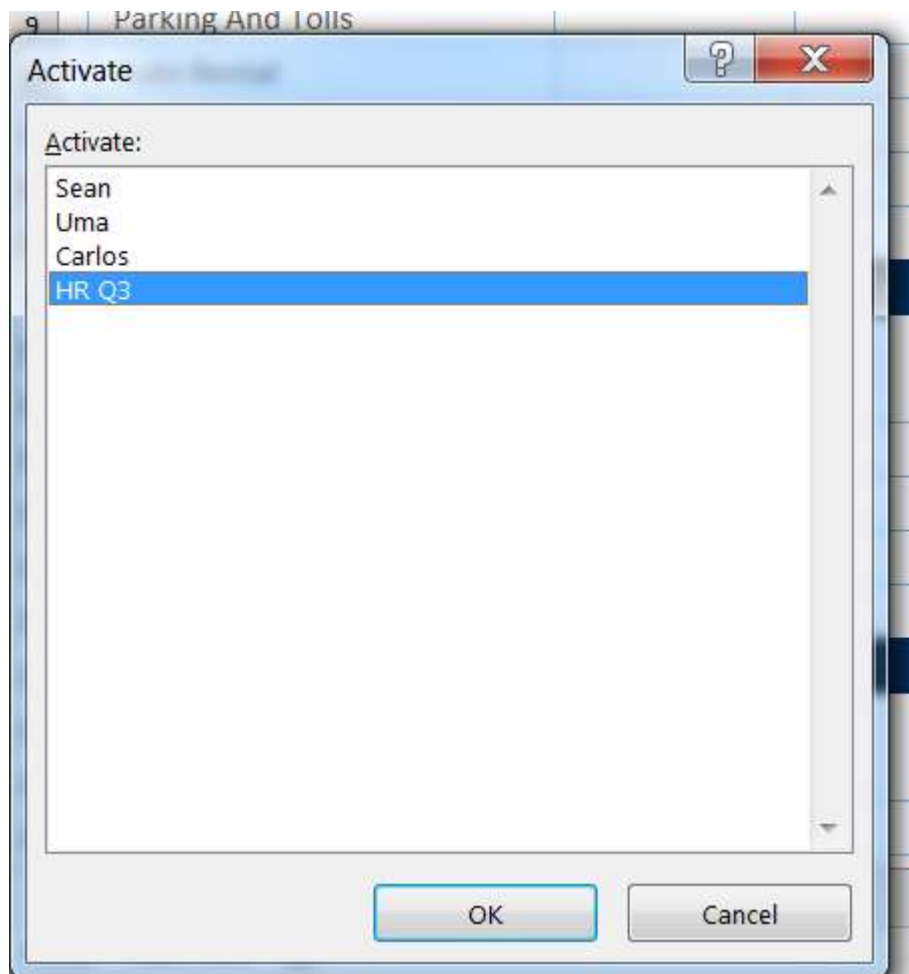
Ninja Tip of the Week



If you have many Worksheets in your Workbook, it can be difficult to move between them to find the one you are looking for. You can use the Activate dialog to move directly to a sheet. Right-click on the arrows next to the Worksheet tabs:



You will see the Activate dialog:



You can select the Worksheet to move to and click OK. In this Workbook there are only 4 Worksheets, so it does not save much time, but it would be very useful if you had many Worksheets.