George P. Tryfiates

TTS ACDS: Day Two

Notes

1. Excel Basics
   1. It supports programing with Visual Basic for Applications
   2. Shortcuts
      1. Close a spreadsheet Ctrl + W
      2. Open a spreadsheet Ctrl + O
      3. Go to the Home tab Alt + H
      4. Choose a fill color Alt + H, H
      5. Go to the Insert tab Alt + N
      6. Center align cell contents  Alt + H, A, then C
      7. Go to Alt tab Alt + A
      8. Go to the Page Layout tab  Alt + P
      9. Go to View tab  Alt + W
      10. Add borders  Alt + H, B
      11. Delete Columns Alt + H, D, then C
      12. Go to Formula tab  Alt + M
      13. Format a cell from context menu  Shift + F10 or Context key
      14. Open the Tell me box and type a search term for assistance Alt+Q, and the enter a search term
      15. Open the File page and use Backstage view Alt+F
      16. Open the Home tab and format text and numbers using the Find tool Alt+H
      17. Open the Insert tab and insert items Alt+N
      18. Open the Draw tab to select a drawing tool, color, and line thickness Alt+JI
      19. Open the Page Layout tab Alt+P
      20. Open the Formulas tab Alt+M
      21. Open the Data tab Alt+A
      22. Open the Review tab Alt+R
      23. Open the View tab Alt+W
      24. Select the active tab of the Ribbon, and activate access keys Alt or F10. Move to a different tab using access keys or arrow keys
      25. Move the focus to commands on the Ribbon Tab or Shift+Tab
      26. Move down, up, left, or right among items on the Ribbon Arrow Keys
      27. Activate a selected button Spacebar or Enter
      28. Format using Format Cells dialog box Ctrl+1
      29. Format fonts in the Format Cells dialog box Ctrl+Shift+F or Ctrl+Shift+P
      30. Edit the active cell and put the insertion point at the end of its contents. F2
      31. Add or edit a cell comment Shift+F2
      32. Insert blank cells with the Insert dialog box Ctrl+Shift+Plus (+)
      33. Display the Delete dialog box to delete selected cells Ctrl+Shift+Plus(+)
      34. Display the Delete dialog box to delete selected cells Ctrl+Minus(-)
      35. Enter the current time Ctrl+Shift+colon(:)
      36. Enter the current date Ctrl+semicolon (;)
      37. Switch between displaying cell values or formulas in the worksheet Ctrl+grave accent(`)
      38. Copy a formula from the cell above the active cell into the cell or the Formula Bar Ctrl+apostrophe(')
      39. Move the selected cells Ctrl+X
      40. Copy the selected cells Ctrl+C
      41. Paste content at the insertion point, replacing any section Ctrl+V
      42. Paste content by using the Paste Special dialog box Ctrl+Alt+V
      43. Italicize text or remove italic formatting Ctrl+I or Ctrl+3
      44. Bold text or remove bold formatting Ctrl+B or Ctrl+2
      45. Underline text or remove underline Ctrl+U or Ctrl+4
      46. Apply or remove strikethrough formatting Ctrl+5
      47. Switch between hiding objects, displaying objects, and displaying placeholders for objects Ctrl+6
      48. Apply an outline border to the selected cells Ctrl+Shift+ampersand (&)
      49. Remove the outline border from the selected cells Ctrl+Shift+underscore (\_)
      50. Display or hide the outline symbols Ctrl+8
      51. Hide the selected rows Ctrl+9
      52. Hide the selected columns Ctrl+0
      53. Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below Ctrl+D
      54. Use the Fill Right command Ctrl+R
      55. Apply the General number format Ctrl+Shift+tilde (~)
      56. Apply the Currency format with two decimal places (negative numbers in parentheses) Ctrl+Shift+dollar sign ($)
      57. Apply the Percentage format with no decimal places Ctrl+Shift+percent (%)
      58. Apply the Scientific number format with two decimal places Ctrl+Shift+caret (^)
      59. Apply the Date format with the day, month, and year Ctrl+Shift+number sign (#)
      60. Apply the Time format with the hour and minute, and AM or PM Ctrl+Shift+at sign (@)
      61. Apply the Number format with two decimal places, thousands spearator, and minus sign (-) for negative values Ctrl+Shift+exclamation point(!)
      62. Create or edit a hyperlink Ctrl+K
      63. Check the spelling in the active worksheet or selected range F7
      64. Display the Quick Analysis options for selected cells that contain data Ctrl+Q
      65. Display the Create Table dialog box Ctrl+L or Ctrl+T
      66. Select the entire worksheet Ctrl+A or Ctrl+Shift+Spacebar
      67. Select the current and next sheet in a workbook Ctrl+Shift+Page Down
      68. Select the current and previous sheet in a workbook Ctrl+Shift+Page up
      69. Extend the selection of cells by one cell Shift+arrow key
      70. Extend the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, to the next nonblank cell Ctrl+Shift+arrow key
      71. Turn extend mode on and use the arrow keys to extend a selection (press again to turn off) F8
      72. Add a non-adjacent cell or range to a selection of cells by using the arrow keys Shift+F8
      73. Start a new line in the same cell Alt+Enter
      74. Fill the selected cell range with the current entry Ctrl+Enter
      75. Compelte a cell entry and select the cell above Shift+Enter
      76. Select an entire column in a worksheet Ctrl+Spacebar
      77. Select an entire row in a worksheet Shift+Spacebar
      78. Select all objects on a worksheet when an object is selected Ctrl+Shift+Spacebar
      79. Extend the selection of cells to the beginning of the worksheet Ctrl+Shift+Home
      80. Select the current region if the worksheet contains data. Press a second time to select the current region and its summary rows. press a third time to select the entire worksheet. Ctrl+A or Ctrl+Shift+Spacebar
      81. Select the current region around the active cell or select an entire PivorTable report Ctrl+Shift+asterisk (\*)
      82. Select the first command on the menu when a menu or submenu is visible Home
      83. Repeat the last command or action, if possible Ctrl+Y
      84. Undo the last action Ctrl+Z
      85. Select an entire PivotTable report Ctrl+Shift+asterisk (\*)
      86. Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use the arrow keys to create a reference. F2
      87. Expand or collapse the Formula Bar Ctrl+Shift+U
      88. Cancel an entry in the cell or Formula Bar Esc
      89. Complete an entry in the formula bar and select the cell below Enter
      90. Move the cursor to the end of the text when in the formula bar Ctrl+End
      91. Select all text in the formula bar from the cursor position to the end Ctrl+Shift+End
      92. Calculate all worksheets in all open workbooks F9
      93. Calculate the active worksheet Shift+F9
      94. Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation Ctrl+Alt+F9
      95. Display the menu or message for an Error Checking button Alt+Shift+F10
      96. Display the Function Arguments dialog box when the insertion point is to the right of a function name in a formula Ctrl+A
      97. Insert argument names and parentheses when the insertion ponit is to the right of a function name in a formula Ctrl+Shift+A
      98. Invoke Flash Fill to automatically recognize patterns in adjacent columns and fill the current column Ctrl+E
      99. Cycle through all combinations of absolute and relative references in a formula if a cell reference or range is selected F4
      100. Insert a function Shift+F3
      101. Copy the value from the cell above the active cell into the cell or the formula bar Ctrl+Shift+straight quotation mark (")
      102. Create an embedded chart of the data in the current range Alt+F1
      103. Create a chart of the data in the current range in a separate Chart sheet F11
      104. Define a name to use in references Alt+M, M, D
      105. Paste a name from the Paste Name dialog box (if names have been defined in the workbook) F3
      106. Move to the first field in the next record of a data form Enter
      107. Create, run, edit, or delete a macro Alt+F8
      108. Open the Microsoft Visual Basic for Applications Editor Alt+F11