



EXCEL MODULE 1 – SHORTCUTS

Off-Cycle Interns Program

2023

AGENDA

Selecting rows

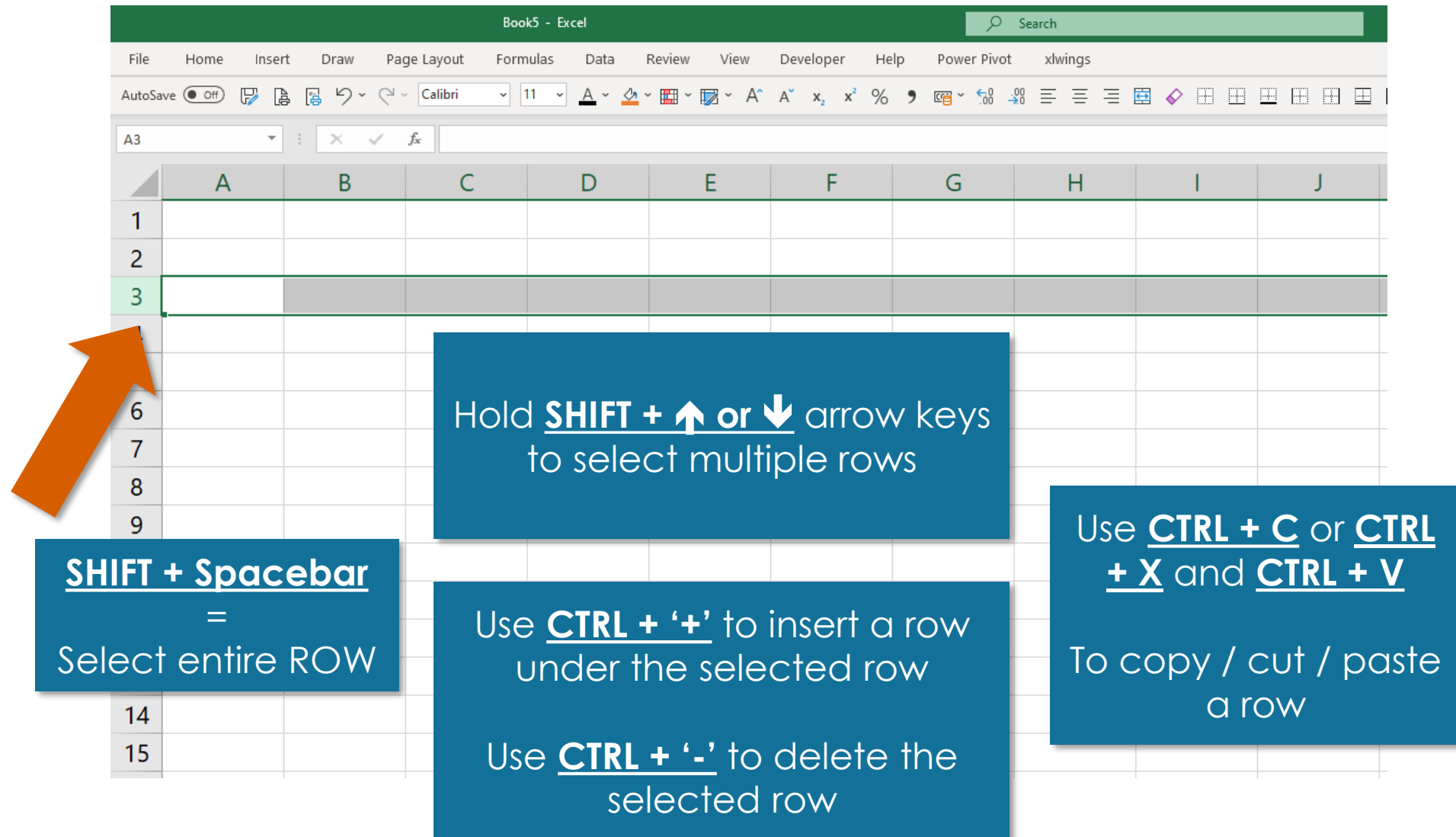
Selecting columns

Selecting and navigating a range of cells

Other navigation short cuts

Exercise

SELECTING ROWS



Book5 - Excel

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AutoSave Off

Calibri 11

A3

1 2 3 6 7 8 9 14 15

A B C D E F G H I J

Hold **SHIFT** + **↑** or **↓** arrow keys to select multiple rows

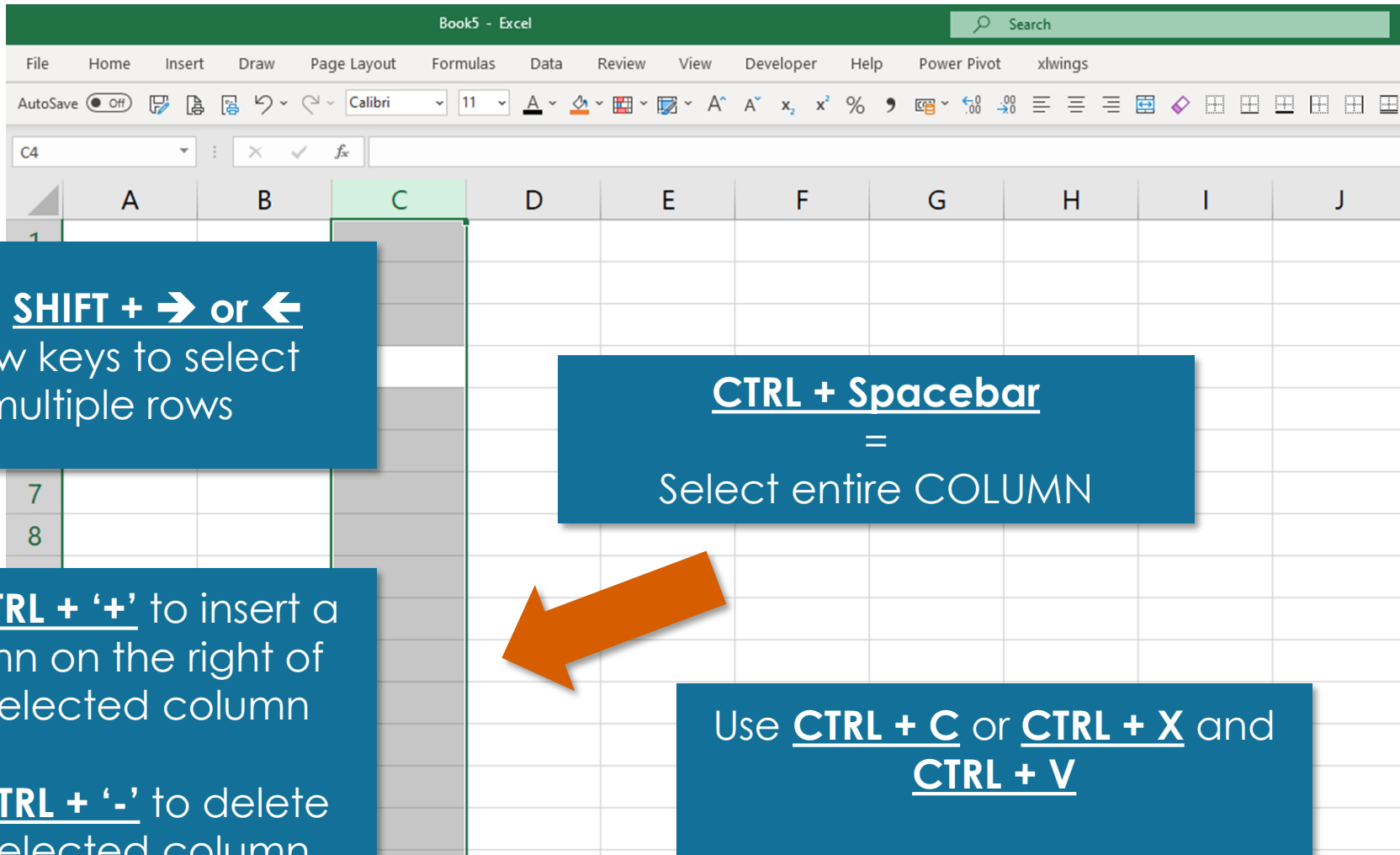
Use **CTRL** + **+** to insert a row under the selected row

Use **CTRL** + **-** to delete the selected row

Use **CTRL** + **C** or **CTRL** + **X** and **CTRL** + **V** To copy / cut / paste a row

SHIFT + **Spacebar**
=
Select entire ROW

SELECTING COLUMNS



Hold **SHIFT + →** or **←**
arrow keys to select
multiple rows

CTRL + Spacebar

=

Select entire COLUMN

Use **CTRL + '+'** to insert a
column on the right of
the selected column

Use **CTRL + '-'** to delete
the selected column

Use **CTRL + C** or **CTRL + X** and
CTRL + V

To copy / cut / paste a row

SELECTING A RANGE OF CELLS

Module 3 - Last Modified: Fri at 16:59

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Calibri 11

B3 78

	A	B	C	D	E	F	G	H	I	J
1										
2										
3		78	66	19	99	91				
4		19	11	89	40	51				
5		35	43	98	56	67				
6		53	19	40	2	38				
7		24	39	43	28	55				
8										
9										

CTRL + A

=

Select entire range of adjacent
CELLS

When pressing **CTRL + A** a **second time**, you select the entire worksheet

15

NAVIGATING A RANGE OF CELLS

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J
1										
2										
3		78	66	19	99	91				
4		19	11	89	40	51				
5		35	43	98	56	67				
6		53	19	40	2	38				
7		24	39	43	28	55				
8										
9										

CTRL + arrow keys
=
Jump to ends of a range of cells

NAVIGATING A RANGE OF CELLS

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AutoSave Off Calibri 11

F3 91

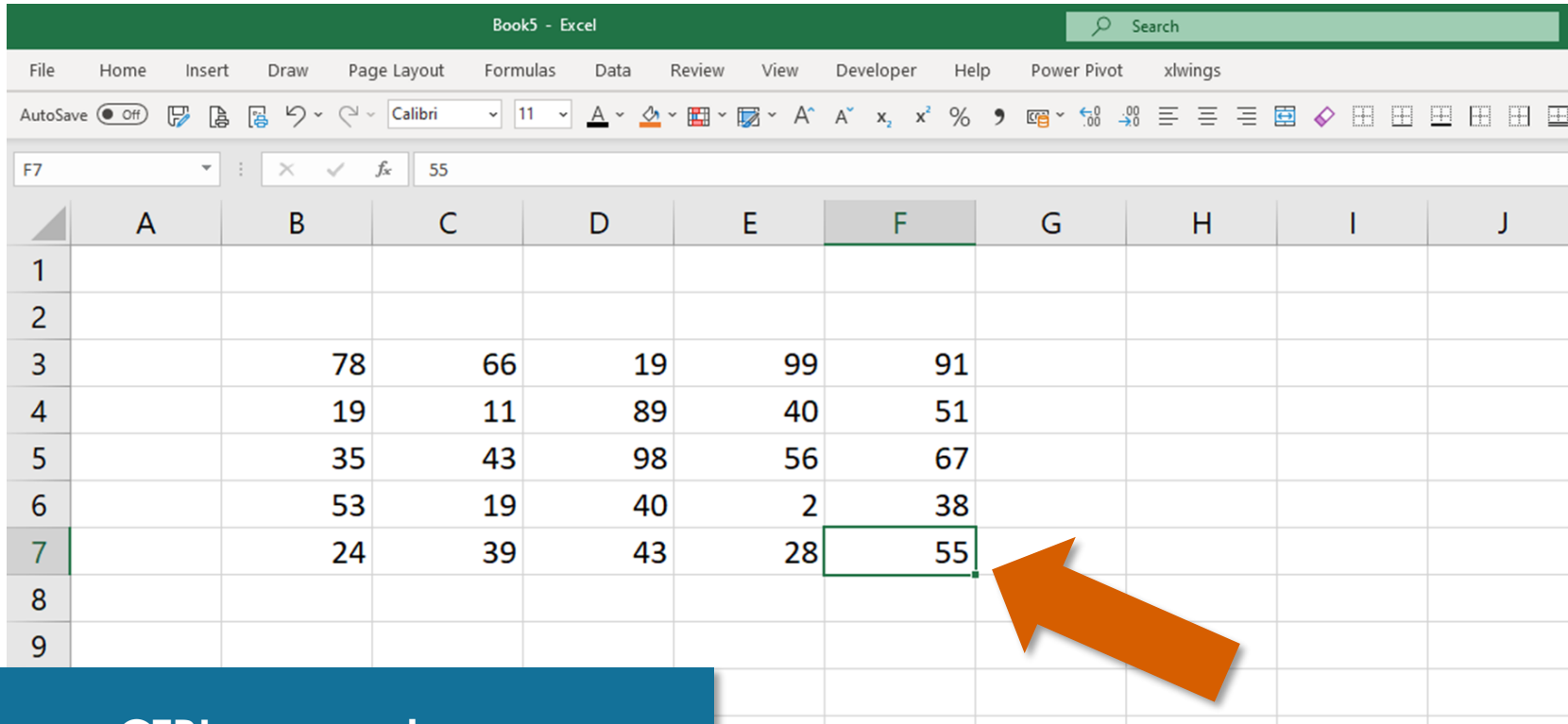
	A	B	C	D	E	F	G	H	I	J
1										
2										
3		78	66	19	99	91				
4		19	11	89	40	51				
5		35	43	98	56	67				
6		53	19	40	2	38				
7		24	39	43	28					
8										
9										

CTRL + arrow keys
=
Jump to ends of a range of cells

CTRL + →
=
Jump to the right of the range

15

NAVIGATING A RANGE OF CELLS



Book5 - Excel

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AutoSave Off

Calibri 11

F7 55

	A	B	C	D	E	F	G	H	I	J
1										
2										
3		78	66	19	99	91				
4		19	11	89	40	51				
5		35	43	98	56	67				
6		53	19	40	2	38				
7		24	39	43	28	55				
8										
9										

CTRL + arrow keys
=
Jump to ends of a range of cells

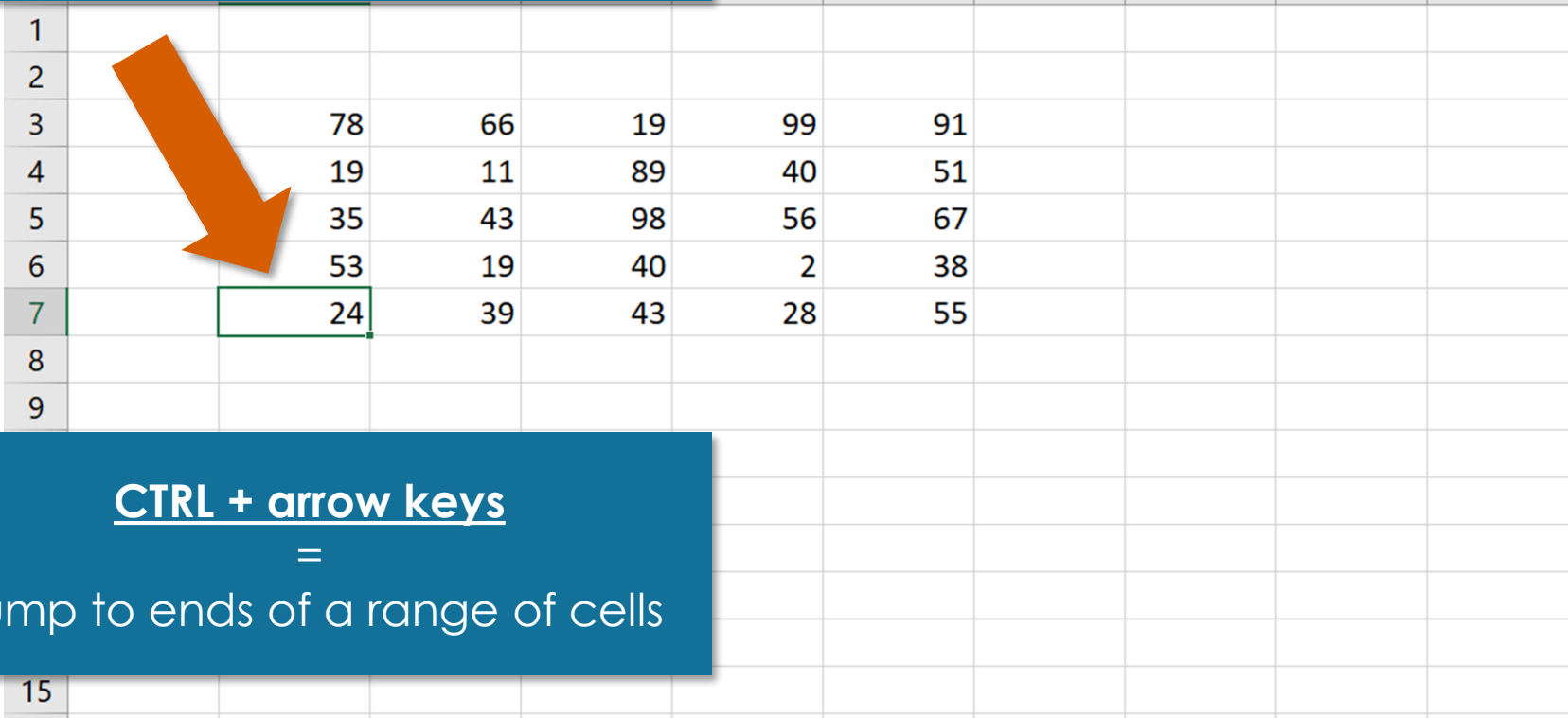
CTRL + ↓
=
Jump to the bottom of the range

NAVIGATING A RANGE OF CELLS

CTRL + ←

=

Jump to the left of a range



	E	F	G	H	I	J
1						
2						
3		78	66	19	99	91
4		19	11	89	40	51
5		35	43	98	56	67
6		53	19	40	2	38
7		24	39	43	28	55
8						
9						

CTRL + arrow keys

=

Jump to ends of a range of cells

NAVIGATING A RANGE OF CELLS

CTRL + ↑

=

Jump to the top of a range



CTRL + arrow keys

=

Jump to ends of a range of cells

A screenshot of an Excel spreadsheet. The range B3:F7 is selected, indicated by a green border. An orange arrow points from the text box to cell B3. The spreadsheet shows columns A through J and rows 1 through 15. The data in the selected range is as follows:

	A	B	C	D	E	F	G	H	I	J
3		78	66	19	99	91				
4		19	11	89	40	51				
5		35	43	98	56	67				
6		53	19	40	2	38				
7		24	39	43	28	55				

NAVIGATING A RANGE OF CELLS

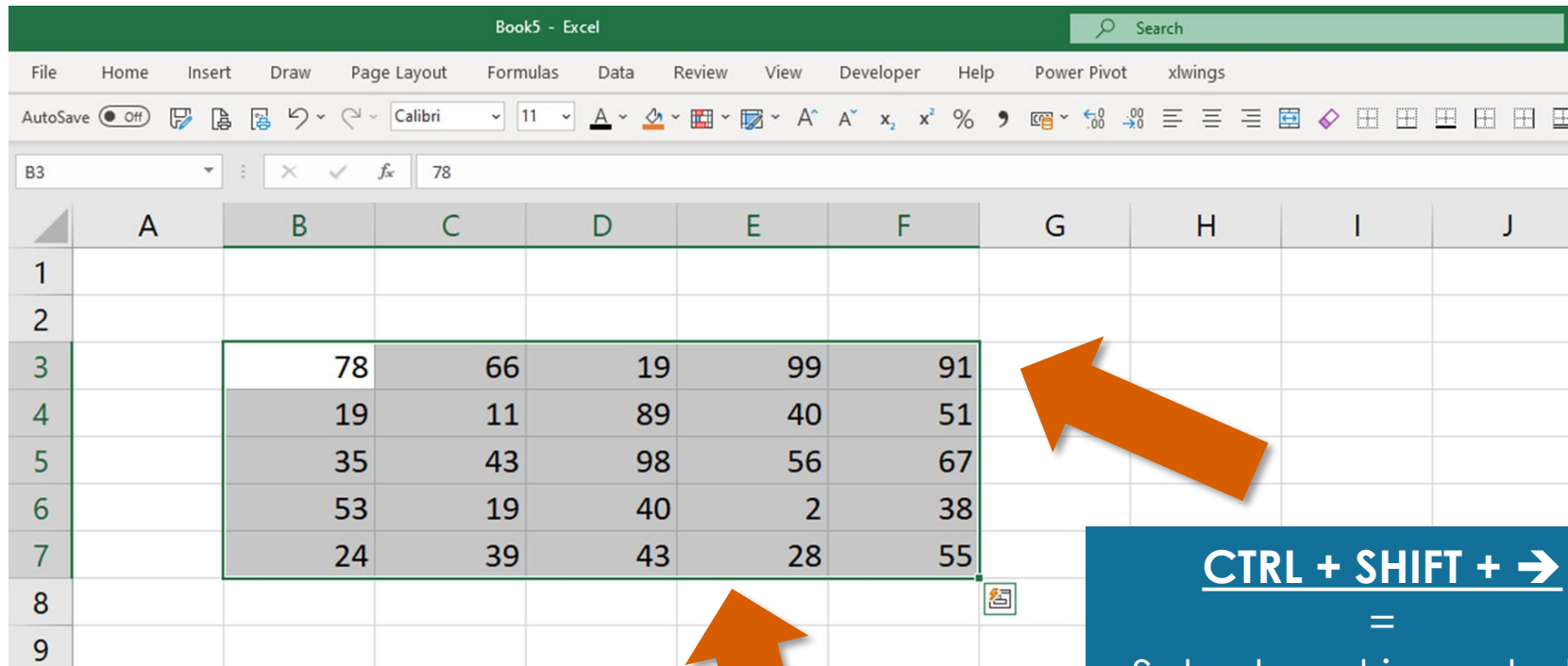
The screenshot shows the Microsoft Excel interface with the 'Book5 - Excel' title bar. The ribbon includes tabs for File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Developer, Help, Power Pivot, and xlwings. The formula bar shows 'B3' and the value '78'. The worksheet grid displays data from column A to J and row 1 to 9. A range of cells from B3 to D5 is selected, indicated by a green border. The data in the selected range is as follows:

	A	B	C	D	E	F	G	H	I	J
1										
2										
3		78	66	19	99	91				
4		19	11	89	40	51				
5		35	43	98	56	67				
6		53	19	40	2	38				
7		24	39	43	28	55				
8										
9										

A blue callout box with white text is overlaid on the bottom left of the grid, stating:

SHIFT + arrow keys
=
Select a range of cells one row or column at a time

NAVIGATING A RANGE OF CELLS



Book5 - Excel

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AutoSave Off Calibri 11

B3 78

	A	B	C	D	E	F	G	H	I	J
1										
2										
3		78	66	19	99	91				
4		19	11	89	40	51				
5		35	43	98	56	67				
6		53	19	40	2	38				
7		24	39	43	28	55				
8										
9										

CTRL + SHIFT + arrow keys

=

Select a range of cells
while jumping to the end
of a range

CTRL + SHIFT + →

=

Select and jump to the
right of the range

CTRL + SHIFT + ↓

=

Select and jump to the
bottom of the range

OTHER NAVIGATION SHORT CUTS

**CTRL +
HOME**

Jump to cell A1

**CTRL +
END**

Jump to bottom right hand corner of
your worksheet

**CTRL +
PAGE UP**

Move to the worksheet right of the
current worksheet

**CTRL + PAGE
DOWN**

Move to the worksheet left of the
current worksheet

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