

## **Assorted Microsoft Excel Keyboard Shortcuts**

Sometimes it is quicker to use a keyboard shortcut instead of selecting an item from a menu to do tasks in a spreadsheet. Below are some of the many Excel keyboard shortcuts.

### **To instantly wrap text in a cell:**

Press **Alt+ Enter**. The cursor moves to the next line within the cell.

### **To enter current date in a cell:**

Press **Ctrl+ ; (semi-colon)** to enter the current date in a cell.

### **To move between sheets in a workbook:**

To move to the next sheet in a workbook, press **Ctrl + Page Down**.

To move to the next sheet in a workbook, press **Ctrl + Page Up**.

### **To return to first cell (cell A1) of worksheet from any other cell:**

Press **Ctrl + Home**.

### **To delete a cell, a row or a column:**

Press **Ctrl + -** (Ctrl and the Dash (-) key) to get the Delete pop-up box.

Click action desired.

Click **OK**.

### **To close all workbooks quickly:**

Press **Shift while you click the File menu**.

Doing this changes the Close command turns into the **Close All** command.

Select **Close All** to close all open workbooks.

The standard prompt asking if you want to save your workbooks may also appear.

### **To get a pop-up menu of sheet names when you have multiple sheets in a workbook:**

Right-click any arrow to the left of the sheet tabs at the bottom of the worksheet window.

Select a sheet from the list to move to that sheet instantly.

Whenever you need help with any computer issue, please check our Support Services website as information is constantly added and updated:

[http://www.uis.harvard.edu/support\\_services/](http://www.uis.harvard.edu/support_services/)