Formatting Shortcuts & Quick Tips

Common Keyboard Shortcuts

Use the keys that are listed inside of the <>for the shortcut. The plus sign (+) is not a key, just to show that they keys are used together simultaneously.

Save	<Ctrl> + <S>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo	<Ctrl> + <Y>
Select All	<Ctrl> + <A>
Bold	<Ctrl> + <B>
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Print	<Ctrl> + <P>
Help	<F1>
Spell Check	<F7>

Smart Tags

Smart Tag Actions	
Occurs with a purple triangle when more options are present	
AutoCorrection Options	
Occurs when auto-corrective actions are applied	
Paste Options	
Occurs when the paste feature has been used	
Auto Fill Options	
Occurs when the Fill Handle is used	
Insert Options	
Occurs when a cell, row, or column is inserted	
Error Checking Options	
Occurs with a green triangle when formula has an error	

Rows & Columns

Inserting Rows:	Row is added above the selected row.
Inserting Columns:	Column is added to the left of the selected column

Adjusting Row & Column Height & Width

1) Drag Row # on the left to adjust row height

2) Drag Column Letter above to adjust column width

3) Use Format Menu in Ribbon to adjust "Cell Size"

Merging Cells

On the Ribbon, in the HOME Tab, Select the Merge & Center Button OR Pull down the Merge Menu to select from other options.

Wrap Text

On the Ribbon, in the HOME Tab, Select the Wrap Text Button. This will wrap the text inside the active cell. (Alt + Enter)

Customizing Margins

On the Ribbon, in the Page Layout Tab, Select the Margins Menu. At Bottom of Menu, Select the Customize Margins Button. The Page Setup Dialog Box opens up in the Margins Tab. Also available are options to center the document both vertically & horizontally on the page.

Format Painter

A Copy & Paste Feature for Formatting

Step 1: Select the Cells containing the format to be copied.

Step 2: Select the Format Painter Button. Located on the Ribbon in the Home Tab.

Step 3: Select the cell or cell range that is to be formatted and the copied format will be applied.

Double click format paint button to lock format

Formatting Shortcuts & Quick Tips

Shortcuts / Functions to Improve Efficiency

Use the keys that are listed inside of the < > for the shortcut. The plus sign (+) is not a key, just to show that they keys are used together simultaneously.

Formatting Reminders

Shortcuts	
Task Manager	<Ctrl> + <Alt> + <Delete>
Formula View	<Ctrl> + < ~ >
Existing Text Menu	<Alt> + <↓>
Select only Visible Cells	<Alt> + < ; >
Enter within a cell	<Alt> + <Enter>

Functions	
All functions will be placed in the formula bar or cell with an equal sign (=) before the function.	
Create a date stamp	NOW( )
Create a date stamp	TODAY( )
Create an uninterrupted sequence (with updates)	ROW( ) -1
Round to the nearest whole number or decimal	ROUND ((Function)), # of decimals

Text cannot be in more than one selected cell when merging

Place mouse over the right line of any column or bottom line of any row to see your mouse change to a double arrow. Double click the line to Autofit.

Gridlines do not print; use borders

Use the <Ctrl> key to select nonadjacent cells for formatting, charts, etc.

Active Cell Example

Selection Tool
Select one or more cells for formatting or content
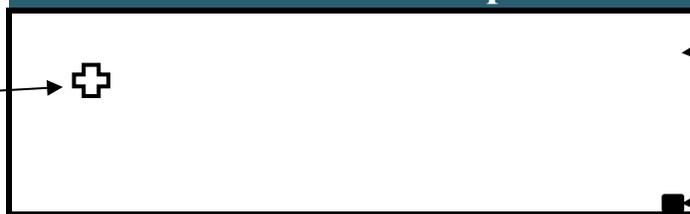
Dragging Tool
Border of cell or range of cells can be moved to a new location

Fill Handle
Allow to copy content, formulas, functions, and formating to other cells

Setup and Recover Unsaved Files

Setup Autosave:
Select File Tab -> Select Options -> Select Save Tab -> Select Save Autorecover information every 2 minutes.

Recover Unsaved Document:
Select File Tab -> Select Open -> Select Recent Workbooks -> Select Recover Unsaved Workbook