

Shaded function key labels are available for customer's own customizaton use.



Cut off along this line.

MISC. SHORTCUTS		FILL DOWN / RIGHT		SELECT CURRENT REGION		AUTOSUM FORMULA		MOVING WITHIN SELECTION		EDITING SHORTCUTS		EXCEL 2000 FORMATTING	
FILE, NEW / OPEN / SAVE	Ctrl N / O / S	INSERT HYPERLINK	Ctrl D / R	SELECT CURRENT REGION	Ctrl D / R	ENTER DATE	Alt =	→ / ←	Tab / Shift Tab	COPY SELECTED	Ctrl C	BOLD / ITALIC / UNDERLINE	Ctrl B / I / U
FIND / REPLACE TEXT	Ctrl F / H	PRINT	Ctrl P	SELECT COMMENT CELLS	Ctrl Shift O	ENTER TIME	Ctrl :	↓ / ↑	Enter / Shift Enter	CUT SELECTED	Ctrl X	BORDER, APPLY / REMOVE	Ctrl Shift & / _
SHOW CLIPBOARD	Ctrl C 2X	SELECT DIRECT LINKS	Ctrl I	CREATE NAMES	Ctrl Shift F3	COPY FORMULA FROM ABOVE	Ctrl ↑	MOVE TO CORNER	Ctrl .	PASTE from CLIPBOARD	Ctrl V	CELL VALUES / FORMULAS	Ctrl '
EXCEL 2000	Microsoft Inc. (TM)	QUIT EXCEL	Alt	INSERT BLANK CELLS	Ctrl Shift +					UNDO	Ctrl Z	CURRENCY / PERCENTAGE	Ctrl Shift \$ / %
Microsoft Inc. (TM)	EKHO INC. (C)	EXCEL ACTIVE WINDOW	Ctrl							REDO	Ctrl Y	DATE / TIME / NUMBER FORMAT	Ctrl Shift # / @ / 1
www.EKHO.COM	www.EKHO.COM	RESTORE WINDOW	Ctrl							REPLACE TEXT	Ctrl H	EXPONENTIAL NO. / GENERAL	Ctrl Shift # / ~
(613) 822-6935	www.EKHO.COM	RESTORE DOC. WINDOW	Ctrl							SELECT ALL	Ctrl A	FORMAT CELLS	Ctrl 1
ACAD1415_ay.dwg	www.EKHO.COM	FIND NEXT	Shift							CAPTURE SCREEN	Alt PrtSc	HIDE / UNHIDE COLUMNS	Ctrl 0 / Shift 0
		FIND NEXT	Shift							CAPTURE WINDOW	Alt PrtSc	HIDE / UNHIDE ROWS	Ctrl 9 / Shift 9
		REPEAT	Ctrl							SAVE AS	Alt S	STYLE DIALOGUE BOX	Alt S
												STRIKETHROUGH TOGGLE	Ctrl 5

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Use shaded areas on front for your own custom macros.

By double-clicking the Format Painter button, you can apply the same formatting repeatedly throughout your document until you click the Format Painter button again to turn it off.

- ◆ 2 ways to display multiple lines in a cell.
- ◆ A. Press **ALT+ENTER** to start a new line while you're typing or editing data.
- ◆ B. Wrap text automatically: Click on a cell, click **Cells** on the **Format** menu, click the **Alignment** tab, and then select the **Wrap text** check box. Data in the cell will then wrap to fit the column width. You can make the column wider or narrower to adjust the width of the data.

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Apply self-adhesive colored dots from office supply store to CTRL, ALT, Shift keys.



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