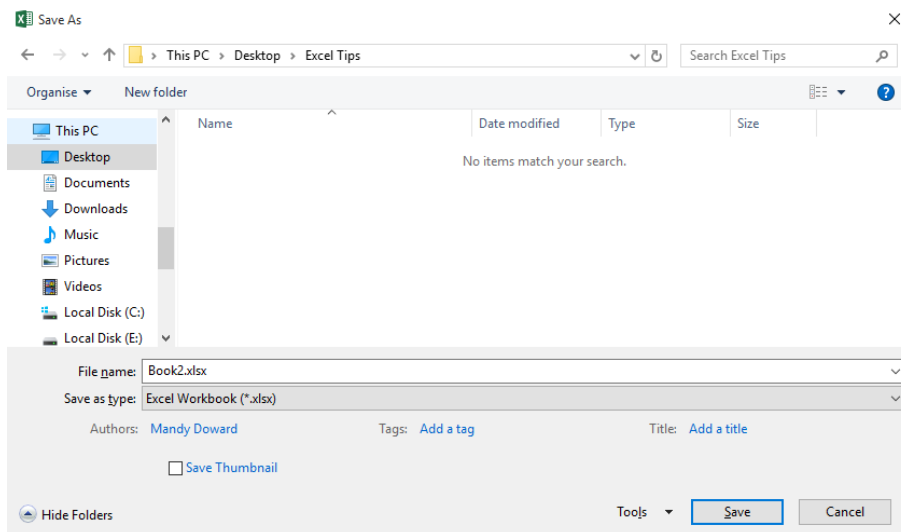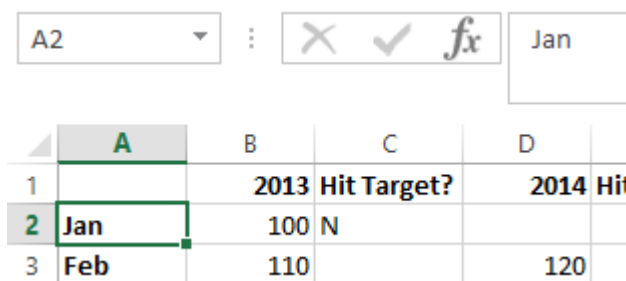# Some Excel Shortcuts You'll Wish You'd Known Before!!

Meet the F12 Key: Quick method to save workbook as a new workbook.

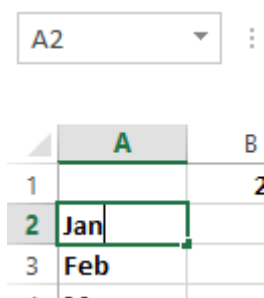Hit F12 function key and the Save As dialog is displayed:

Meet the F2 Key: Add some more text to the end of a cell value, or add to themn end of an existing formula.

In the following example we are located in cell A2. We want to extend Jan to say January:

Hit the F2 function key while in cell A2.

You have now been taken into an edit mode with the insertion point at the end of the current value.

Meet the F4 Key: Toggle a cell reference between relative and absolute cell references when constructing a formula.

In the following example a formula is being constructed. The cursor is currently focussed ion cell B16.

	A	B	C	D	
			2013	Hit Target?	2014	Hit Target
2	Jan	100	=IF(B2>B16		
3	Feb	110		120	
4	Mar	150		160	
5	Apr	100		150	
6	May	195		190	
7	Jun			145	
8	Jul	130		150	
9	Aug	160		200	
10	Sep	300		350	
11	Oct	300		300	
12	Nov	200		250	
13	Dec	400		450	
14					
15					
16	Target:	350			
17					
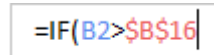
B16 — =IF(B2>B16

Hit the F4 function key and the formula looks like this:

=IF(B2>B16

Hit F4 again and the formula looks like this:

=IF(B2>B$16

Hit F4 again and the formula looks like this:

=IF(B2>$B16
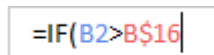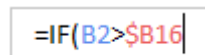
Hit F4 again and you are back to where you started.

Meet the F11 Key: Create a quick chart from a selected range.

The following example shows that a range of cells has been selected covering the 12 months for 2013.

	A	B	C	D	E	F	G
1		2013	Hit Target?	2014	Hit Target	2015	Hit Target?
2	Jan	100	N			200	
3	Feb	110		120		100	
4	Mar	150		160		170	
5	Apr	100		150		150	
6	May	195		190		300	
7	Jun			145		200	
8	Jul	130		150			
9	Aug	160		200		300	
10	Sep	300		350		250	
11	Oct	300		300		400	
12	Nov	200		250		300	
13	Dec	400		450		500	
14							
15							
16	Target:	350					
17							

Press the F11 function key and you will see that a new worksheet is created containing a bar chart for the selected data cell range:
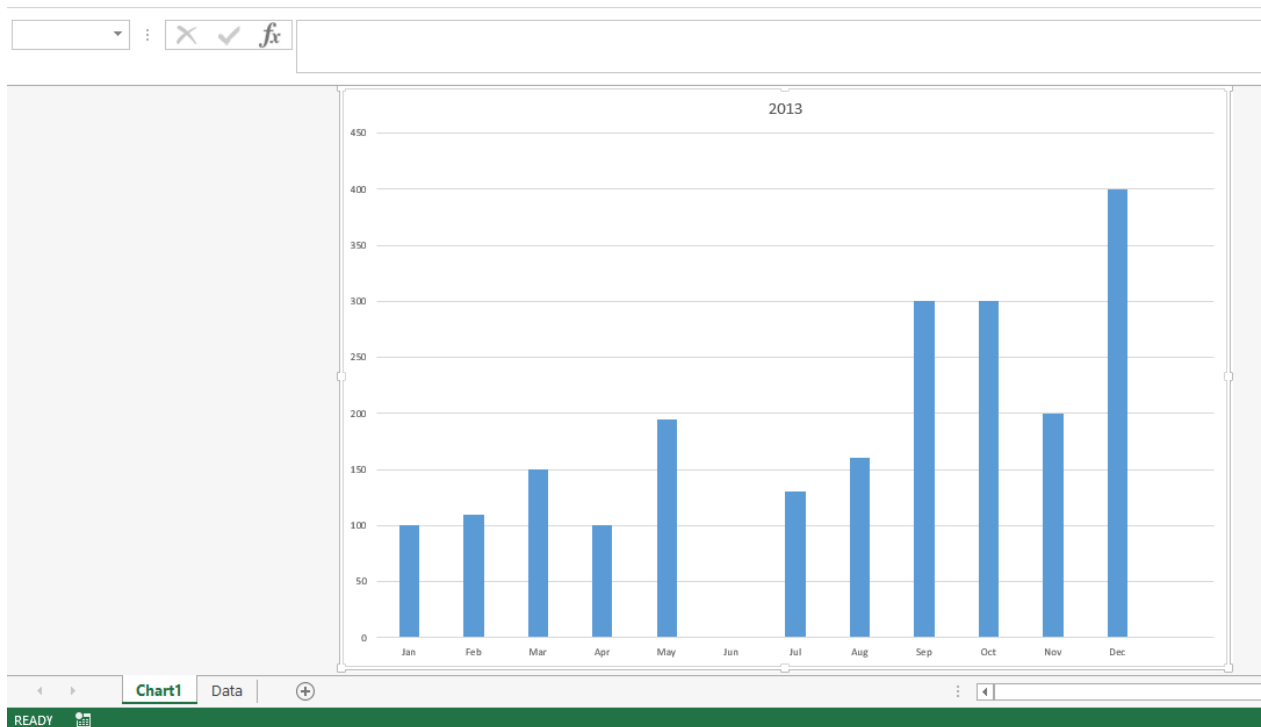
Excel Function keys

Here is a list of all the function key operations.

Function Key	Action
F1	Opens Excel Help (the same as clicking the question mark).
F2	Moves the insertion point to the end of the contents of the active cell.
F3	Displays the Paste Name dialog box.
F4	Cycles through all 4 types of cell references (absolute, mixed reference and relative).
F5	Displays the Go To dialog box.
F6	Moves to the next pane in a worksheet that has been split.
F7	Displays the Spelling dialog box (the same as clicking Spelling on the Review tab).
F8	Turns on/off Extend mode.
F9	Calculates the workbook. By default, any time you change a value, Excel automatically calculates the workbook.
F10	Shows the key tips (the same as pressing ALT).
F11	Creates a chart sheet of a selected range.
F12	Brings up the Save As dialog box.

If you are itching to learn more why not book on to our Excel training courses? This link will take you to the course outlines:

http://ptr.co.uk/microsoft-office-courses