



# WANNA BE AN EXCEL KEYBOARD SHORTCUT NINJA?



Keyboard shortcuts that I think every Excel ninja  
should know!



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## CONTENTS

<b>INTRODUCTION .....</b>	<b>2</b>
<b>MS OFFICE .....</b>	<b>3</b>
Which Version of Microsoft Office Do I Have? .....	4
How To Customise Your Recent Files List .....	5
How to recover an unsaved file in MS Office 2010.....	7
<b>KEYBOARD SHORTCUTS.....</b>	<b>9</b>
Common Everyday Keyboard Shortcuts .....	10
Function Keys .....	13
Excel Ribbon.....	18
SmartArt Graphics – Shapes .....	19
Visual Basic Editor .....	20
<b>THANK YOU .....</b>	<b>23</b>



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## INTRODUCTION

Hello and thanks for downloading my ebook!

First off a little bit about myself... originally from Leicestershire, UK I moved to Ireland back in 2007 with my other half and a suitcase!

After a few years in Ireland, not to mention the 18 years in the UK, of working in a variety of administrative roles for other people, I decided to take the plunge and start my own business in 2010.

And that's when [OutofhoursAdmin](#) was born; a virtual assistant service providing remote admin support to businesses throughout Ireland and the UK.

After receiving numerous questions about MS Office from clients, I decided to share my answers in the form of tutorials which I post regularly on my [blog](#).

Over the years, I've found that there are 2 types of people in the world – those who do everything with the click of a mouse, and those whose fingertips never leave the keyboard! This ebook aims to help both types.

There's not much point learning new formulas, macros or techniques in Excel that save you time, if you still move from the keyboard to the mouse every 30 seconds.

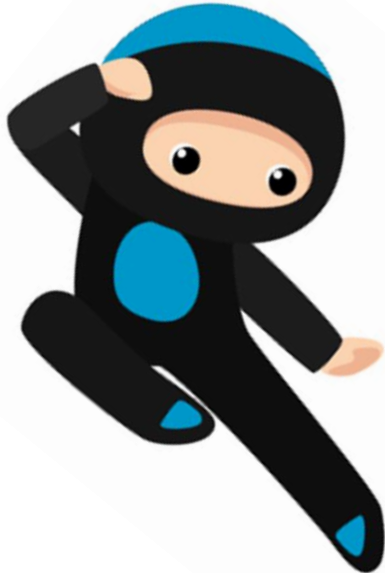
These keyboard shortcuts are compatible with the later versions of Excel (2007 onwards), although some of them will still be compatible with the 2003 version.

I hope you will use this ebook as a reference to help your day be a little more productive!

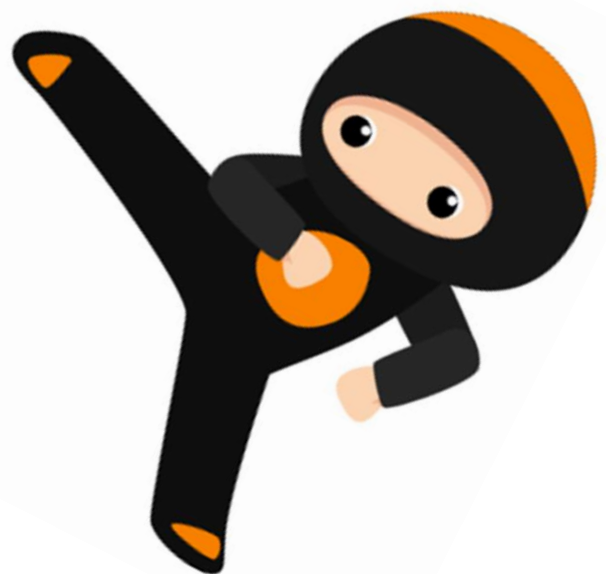
If you want an extra pair of hands to help with any of your administration, get in touch by emailing me at [sharon@outofhoursadmin.ie](mailto:sharon@outofhoursadmin.ie) or you can connect with me on [Facebook](#), [LinkedIn](#) or subscribe to my [YouTube](#) channel.

Thanks,

**Sharon**



Microsoft®  
**Office 2010**



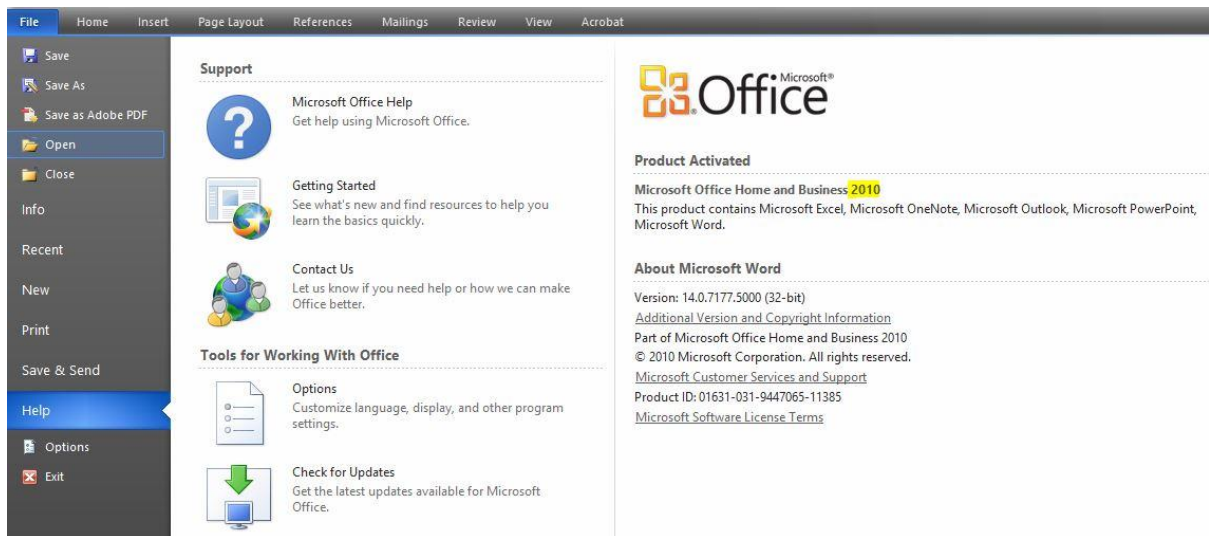


## WHICH VERSION OF MICROSOFT OFFICE DO I HAVE?

I'm often asked how to do things in Excel or Word by clients. My first question is always "what version of Office do you use?" to which the response is usually "I have no idea, where does it tell me that?". So this short guide is to show you how to find it...

The following screen shots are all from using Word 2010, however the same would also apply if you were in Excel or PowerPoint.

Click on **File** in the top left corner of the ribbon, then click **Help**, and the version is displayed over on the right...



Alternatively, you can click the **search** icon on your desktop toolbar & type **Microsoft** into the search bar, which should then list all Microsoft programs along with the version that you're using.

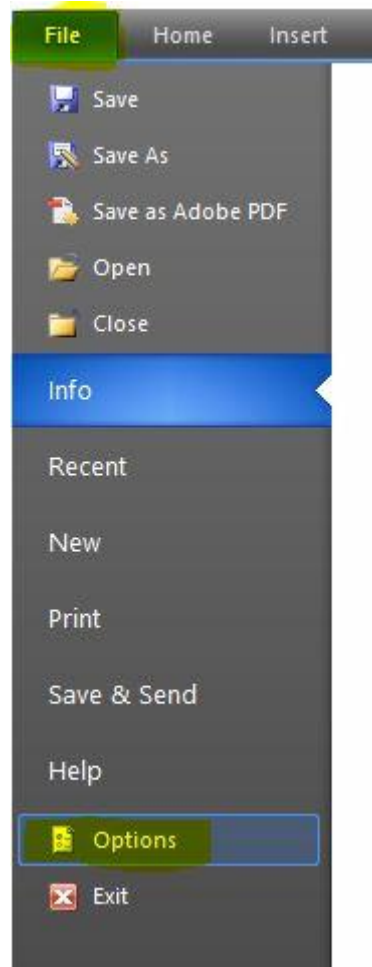


## HOW TO CUSTOMISE YOUR RECENT FILES LIST

It's always handy to have your most recent documents displayed at the top of the list when you click into **Recent Documents**, however you can customise this list so it contains as many documents as you wish.

The following is using Word 2010, however it's also the same process in Excel and PowerPoint.

Click on **File**, select **Options...**





Click on **Advanced** from the menu on the left, scroll down to the **Display** section, change the number of the **Recent Documents** and click **OK...**

#### Word Options

Word Options dialog box, **Advanced** tab selected.

**General**

Use draft font in Draft and Outline views

Name: Courier New

Size: 10

Font Substitution...

**Display**

Show this number of Recent Documents: 25

Show measurements in units of: Centimeters

Style arge pane width in Draft and Outline views: 0 cm

Show pixels for HTML features

Show all windows in the Taskbar

Show shortcut keys in ScreenTips

Show horizontal scroll bar

Show vertical scroll bar

Show vertical ruler in Print Layout view

Optimize character positioning for layout rather than readability

Disable hardware graphics acceleration

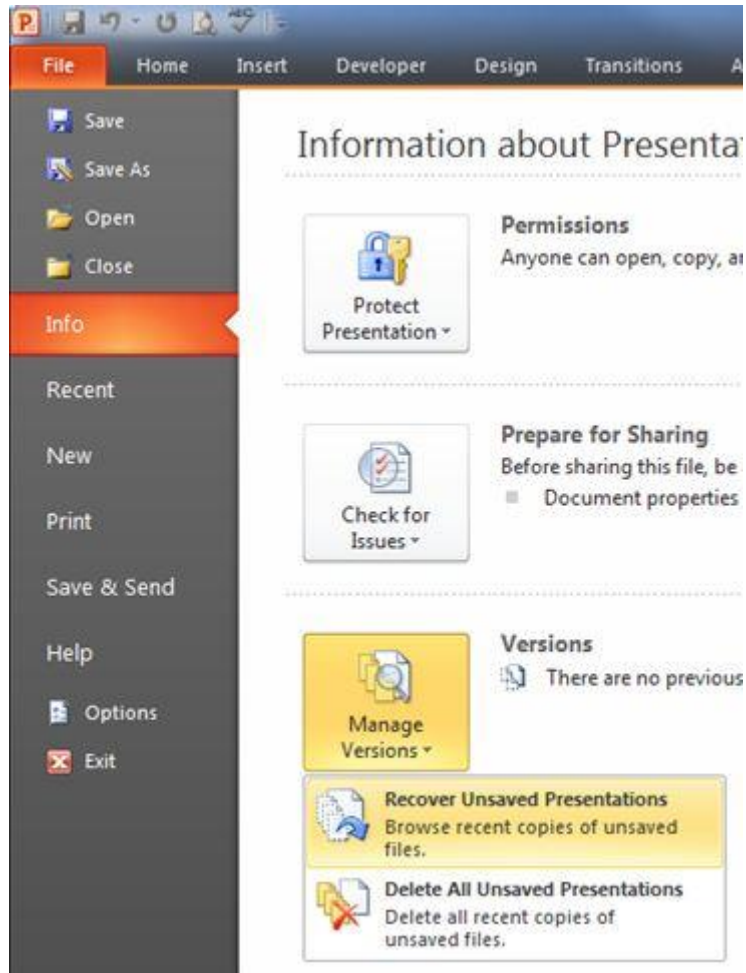
That's it!



## HOW TO RECOVER AN UNSAVED FILE IN MS OFFICE 2010

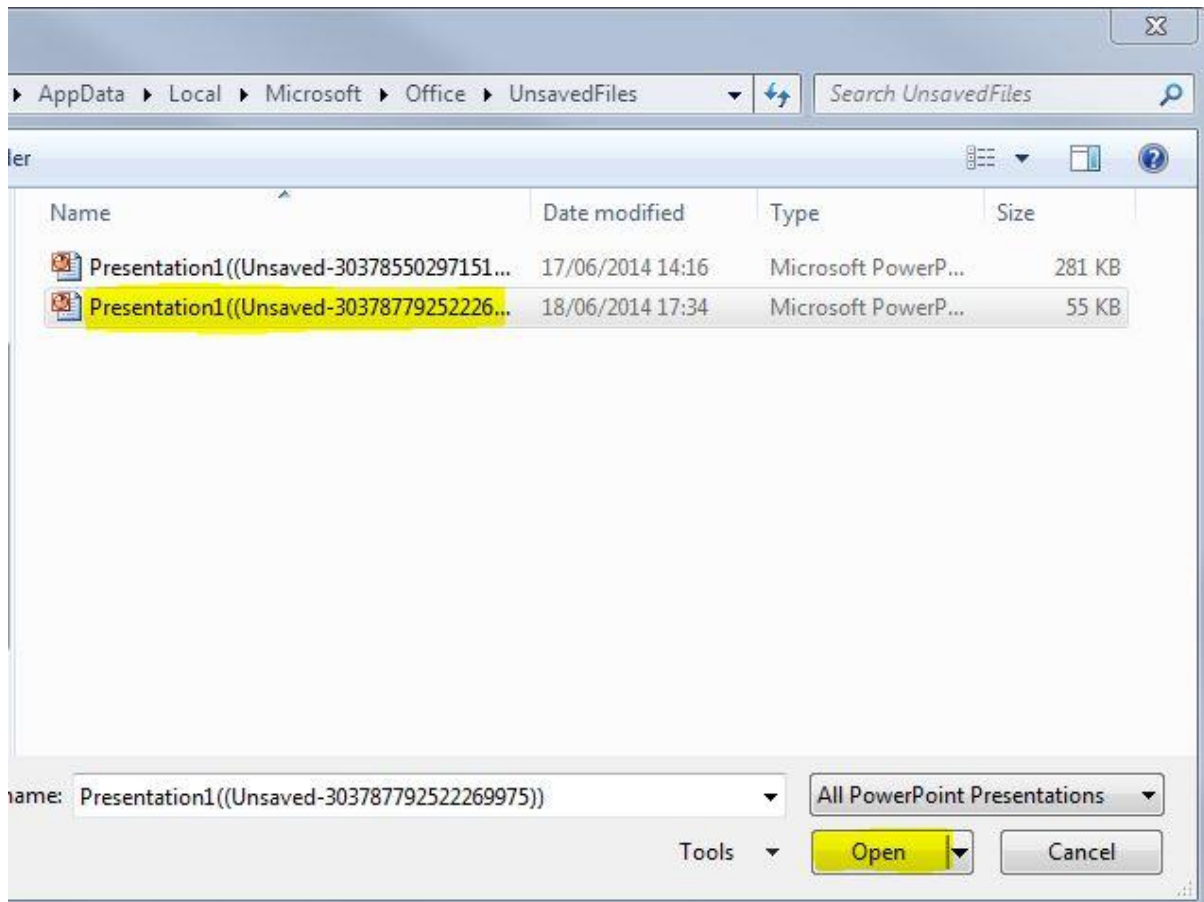
This has happened to me a few times... you've spent a while working on a document in MS Office, go to close it & it asks if you want to save changes, and for some unknown reason you press No! Panic! What do you do?

Click **File** then **Info** and then click on the drop down arrow next to **Manage Versions...**



Select **Recover Unsaved Presentations** (in PowerPoint) / **Documents** (in Word) / **Workbooks** (in Excel), this will then open a dialog box listing any unsaved files. Select the file and click **Open...**





There will be a yellow bar at the top of the page asking you to save the file, click **Save As** and continue as normal...



And that's it... panic over!





## COMMON EVERYDAY KEYBOARD SHORTCUTS

Below is a list of the most common keyboard shortcuts that most people will use on a daily basis. These are transferrable to other Microsoft Office applications i.e. Word, PowerPoint and Outlook:-

KEYBOARD SHORTCUT	DESCRIPTION
<b>Ctrl + X</b>	Cut selected text
<b>Ctrl + C</b>	Copy selected text
<b>Ctrl + V</b>	Paste selected text
<b>Ctrl + A</b>	Select all
<b>Ctrl + Z</b>	Undo last action
<b>Ctrl + Y</b>	Redo last action
<b>Ctrl + B (Ctrl + 2)</b>	Make selected text bold / remove bold
<b>Ctrl + I (Ctrl + 3)</b>	Make selected text italic / remove italic
<b>Ctrl + U (Ctrl + 4)</b>	Underline selected text / remove underline
<b>Ctrl + N</b>	Create a new, blank workbook
<b>Ctrl + O</b>	Display the Open dialogue box to open or find a file.
<b>Ctrl + P</b>	Display the Print dialogue box.
<b>Ctrl + S</b>	Save the active file with its current file name, location, and file format
<b>Ctrl + W</b>	Close the active workbook window, but does not close Excel



### Ninja Note:

Hover over the icons in the ribbon and the keyboard shortcut is displayed next to the title text.



## NAVIGATION AND SELECTING CELLS

KEYBOARD SHORTCUT	DESCRIPTION
<b>Ctrl + +</b>	Insert new column / row (after column/row has been selected)
<b>Ctrl + -</b>	Delete column / row (after column/row has been selected)
<b>Ctrl + Spacebar</b>	Select entire column
<b>Shift + Spacebar</b>	Select entire row
<b>Ctrl + Shift + Spacebar</b>	Select entire worksheet
<b>Ctrl + A</b>	Select entire worksheet.
<b>Ctrl + F</b>	Display the Find and Replace dialogue box, with the Find tab selected.
<b>Ctrl + H</b>	Display the Find and Replace dialogue box, with the Replace tab selected
<b>Ctrl + G</b>	Open the Go To dialogue box
<b>Arrow keys</b>	Move one cell in that direction
<b>Ctrl + Arrow keys</b>	Move to the edge of the current data region
<b>Shift + Arrow keys</b>	Extend the selection by one cell in that direction
<b>Ctrl + Shift + Arrow keys</b>	Extend the selection to the last non-blank cell in that direction, or if the next cell is blank, extend the selection to the next non-blank cell
<b>End</b>	Move to the cell in the lower right corner of the window when the scroll lock is turned on
<b>Ctrl + End</b>	(In worksheet) Move to the last cell on a worksheet, in the lowest used row of the rightmost used column
<b>Ctrl + End</b>	(In formula bar) Move the cursor to the end of the text in the formula bar
<b>Ctrl + Shift + End</b>	(In worksheet) Extend the selection of cells to the last used cell on the worksheet (lower right corner)
<b>Ctrl + Shift + End</b>	(In formula bar) Select all text in the formula bar from the cursor position to the end
<b>Enter</b>	Complete a cell entry and select the cell below
<b>Ctrl + Enter</b>	Complete a cell entry and stay in the same cell
<b>Alt + Enter</b>	Start a new line in the same cell
<b>Home</b>	Move to the beginning of a row in a worksheet. Move to the cell in the upper left corner of the window when the scroll lock is turned on.
<b>Ctrl + Home</b>	(In worksheet) Move to the beginning of a worksheet
<b>Ctrl + Shift + Home</b>	(In worksheet) Extend the selection of cells to the beginning of the worksheet
<b>Page Down</b>	Move one screen down in a worksheet
<b>Alt + Page Down</b>	Move one screen to the right in a worksheet
<b>Ctrl + Page Down</b>	Move to the next sheet in a workbook
<b>Ctrl + Shift + Page Down</b>	Select the current and next sheet in a workbook
<b>Page Up</b>	Move one screen up in a worksheet



KEYBOARD SHORTCUT	DESCRIPTION
<b>Alt + Page Up</b>	Move one screen to the left in a worksheet
<b>Ctrl + Page Up</b>	Move to the previous sheet in a workbook
<b>Ctrl + Shift + Page Up</b>	Select the current and previous sheet in a workbook
<b>Ctrl + Shift + O</b>	Select all cells that contain comments.
<b>Ctrl + T</b>	Display the Create Table dialogue box.
<b>Ctrl + Alt + V</b>	Display the Paste Special dialogue box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.
<b>Alt + ;</b>	Select the visible cells in the current selection.
<b>Shift + Backspace</b>	With multiple cells selected, select only the active cell.
<b>Alt + Shift + Arrow Right</b>	Group rows or columns
<b>Alt + Shift + Arrow Left</b>	Ungroup rows or columns



## FUNCTION KEYS

KEYBOARD SHORTCUT	DESCRIPTION
<b>F1</b>	Open the Microsoft Office Help task pane
<b>Ctrl + F1</b>	Display or hide the Ribbon
<b>Alt + F1</b>	Create a chart of the data in the current range
<b>Alt + Shift + F1</b>	Insert a new worksheet
<b>F2</b>	Edit the active cell and position the cursor at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off.
<b>Shift + F2</b>	Insert or edit a cell comment
<b>Ctrl + F2</b>	Display the Print Preview window
<b>Alt + F2</b>	Open Save As dialogue box
<b>Alt + Shift + F2</b>	Save
<b>F3</b>	Display the Paste Name dialogue box
<b>Ctrl + F3</b>	Display the Name Manager
<b>Shift + F3</b>	Display the Insert Function dialogue box
<b>F4</b>	Repeat the last command or action, if possible
<b>Ctrl + F4</b>	Close the selected workbook window
<b>Alt + F4</b>	Exit out of Microsoft Excel
<b>F5</b>	Display the Go To dialogue box
<b>Ctrl + F5</b>	Restore the window size of the selected workbook window
<b>Shift + F5</b>	Open the Find dialogue box
<b>F6</b>	Switch between the worksheet, Ribbon, task pane, and Zoom controls.
<b>Ctrl + F6</b>	Move to the next workbook or window when more than one workbook window is open
<b>F7</b>	Display the Spelling dialogue box to check spelling in the active worksheet or selected range
<b>Ctrl + F7</b>	Perform the Move command on the workbook window when it is not maximised. Use the arrow keys to move the window, and when finished press ENTER, or ESC to cancel
<b>Shift + F7</b>	Display the Thesaurus dialogue box.
<b>F8</b>	Turn extend mode on or off. In extend mode, Extended Selection appears in the status line, and the arrow keys extend the selection
<b>Shift + F8</b>	Enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys
<b>Ctrl + F8</b>	Performs the Size command (on the Control menu for the workbook window) when a workbook is not maximised
<b>Alt + F8</b>	Display the Macro dialogue box to create, run, edit, or delete a macro
<b>F9</b>	Calculate all worksheets in all open workbooks



KEYBOARD SHORTCUT	DESCRIPTION
<b>Shift + F9</b>	Calculate the active worksheet
<b>Ctrl + Alt + F9</b>	Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation
<b>Ctrl + Alt + Shift + F9</b>	Recheck dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated
<b>Ctrl + F9</b>	Minimise a workbook window to an icon
<b>F10</b>	Turn key tips on or off
<b>Shift + F10</b>	Display the shortcut menu for a selected item
<b>Alt + Shift + F10</b>	Display the menu or message for a smart tag. If more than one smart tag is present, it switches to the next smart tag and displays its menu or message.
<b>Ctrl + F10</b>	Maximise or restore the selected workbook window
<b>F11</b>	Create a chart of the data in the current range
<b>Shift + F11</b>	Insert a new worksheet
<b>Ctrl + F11</b>	Insert a Macro sheet
<b>Alt + F11</b>	Open the Microsoft Visual Basic Editor, in which you can create a macro by using Visual Basic for Applications (VBA)
<b>F12</b>	Display the Save As dialogue box.
<b>Shift + F12</b>	Save
<b>Ctrl + F12</b>	Open



## FORMATTING CELLS

KEYBOARD SHORTCUT	DESCRIPTION
<b>Ctrl + 1</b>	Open Format Cells dialogue box with Number tab active
<b>Ctrl + 2 (Ctrl + B)</b>	Make selected text bold / remove bold
<b>Ctrl + 3 (Ctrl + I)</b>	Make selected text italic / remove italic
<b>Ctrl + 4 (Ctrl + U)</b>	Underline selected text / remove underline
<b>Ctrl + 5</b>	Apply / remove strikethrough formatting
<b>Ctrl + 6</b>	Alternate between hiding objects, displaying objects, and displaying placeholders for objects
<b>Ctrl + 7</b>	Show / hide Standard toolbar
<b>Ctrl + 8</b>	Display or hide the outline symbols.
<b>Ctrl + 9</b>	Hide the selected rows
<b>Ctrl + 0</b>	Hide the selected columns
<b>Ctrl + Shift + (</b>	Unhide any hidden rows within the selection
<b>Ctrl + Shift + )</b>	Unhide any hidden columns within the selection
<b>Ctrl + Shift + F</b>	Open Format Cells dialogue box with Font tab active
<b>Ctrl + shift + P</b>	Open Format Cells dialogue box with Font tab active
<b>Alt + ' </b>	Display Style dialogue box
<b>Ctrl + Shift + ~</b>	Apply the General number format.
<b>Ctrl + Shift + \$</b>	Apply the Currency format with two decimal places (negative numbers in parentheses).
<b>Ctrl + Shift + %</b>	Apply the Percentage format with no decimal places.
<b>Ctrl + Shift + ^</b>	Apply the Exponential number format with two decimal places.
<b>Ctrl + Shift + #</b>	Apply the Date format with the day, month, and year.
<b>Ctrl + Shift + @</b>	Apply the Time format with the hour and minute, and AM or PM.
<b>Ctrl + Shift + !</b>	Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
<b>Ctrl + Shift + *</b>	Select the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.
<b>Ctrl + +</b>	Display the Insert dialogue box to insert blank cells.
<b>Ctrl + -</b>	Display the Delete dialogue box to delete the selected cells.
<b>Ctrl + K</b>	Display the Insert Hyperlink dialogue box for new hyperlinks or the Edit Hyperlink dialogue box for selected existing hyperlinks
<b>Ctrl + Shift + &amp;</b>	Apply outline border to cell
<b>Ctrl + Shift + _</b>	Remove outline border from cell
<b>Alt + T*</b>	Set top border





KEYBOARD SHORTCUT	DESCRIPTION
<b>Alt + B*</b>	Set bottom border
<b>Alt + L*</b>	Set left border
<b>Alt + R*</b>	Set right border
<b>Alt + D*</b>	Set diagonal and down border
<b>Alt + U*</b>	Set diagonal and up border

\*In Cell Format in 'Border' Dialogue Window



## FORMULA SHORTCUTS

KEYBOARD SHORTCUT	DESCRIPTION
<b>Ctrl + Shift + :</b>	Enter the current time
<b>Ctrl + ;</b>	Enter the current date
<b>Alt + =</b>	Insert the Auto Sum formula
<b>Ctrl + Shift + "</b>	Copy the value from the cell above the active cell into the cell or the Formula Bar
<b>Ctrl + `</b>	Alternate between displaying cell values and displaying formulas in the worksheet
<b>Ctrl + '</b>	Copy a formula from the cell above the active cell into the cell or the Formula Bar
<b>Ctrl + A</b>	Display Formula Window after typing formula name
<b>Ctrl + Shift + A</b>	Insert Arguments in formula after typing formula name
<b>Ctrl + Shift + Enter</b>	Enter a formula as an array formula
<b>F3</b>	Paste a defined name into a formula
<b>Ctrl + F3</b>	Display the Name Manager
<b>Shift + F3</b>	Insert a function into a formula
<b>Ctrl + Shift + F3</b>	Create names from row and column labels
<b>Ctrl + D</b>	Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below
<b>Ctrl + R</b>	Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right
<b>Ctrl + Shift + U</b>	Switch between expanding and collapsing of the formula bar
<b>Alt + Down Arrow</b>	Display Autocomplete list
<b>Ctrl + Shift + \</b>	In a selected row, select the cells that don't match the formula or static value in the active cell
<b>Ctrl + Shift +  </b>	In a selected column, select the cells that don't match the formula or static value in the active cell
<b>Ctrl + [</b>	Select all cells directly referenced by formulas in the selection
<b>Ctrl + Shift + {</b>	Select all cells directly or indirectly referenced by formulas in the selection
<b>Ctrl + ]</b>	Select cells that contain formulas that directly reference the active cell
<b>Ctrl + Shift + }</b>	Select cells that contain formulas that directly or indirectly reference the active cell



## EXCEL RIBBON

KEYBOARD SHORTCUT	DESCRIPTION
<b>Alt or F10</b>	Select the active tab of the Ribbon and activate the access keys. Press either of these keys again to move back to the document and cancel the access keys (or press ESC)
<b>Arrow Left or Right</b>	Move to another tab of the Ribbon (after pressing Alt or F10 to select a tab first)
<b>Ctrl + F1</b>	Minimise or restore the Ribbon
<b>Shift + F10</b>	Display the shortcut menu for the selected command
<b>F6</b>	Move the focus to select either Active tab of the Ribbon, View Status bar at bottom of the window or document
<b>Tab or Shift + Tab</b>	Move the focus to each command in the Ribbon, forward or backward (after pressing Alt or F10 to select a tab first)
<b>Arrow Keys</b>	Move up, down, left, or right among the items in the Ribbon
<b>Spacebar or Enter</b>	Activate the selected command or control in the Ribbon
<b>Spacebar or Enter</b>	Open the selected menu or gallery in the Ribbon
<b>Enter</b>	Activate a command or control in the Ribbon so you can modify a value
<b>Enter</b>	Finish modifying a value in a control in the Ribbon, and move focus back to the document
<b>F1</b>	Get help on the selected command or control in the Ribbon. (If no Help topic is associated with the selected command, the Help table of contents for that program is shown instead)



## SMARTART GRAPHICS – SHAPES

KEYBOARD SHORTCUT	DESCRIPTION
<b>Tab</b>	Select the next element in a SmartArt graphic
<b>Shift + Tab</b>	Select the previous element in a SmartArt graphic
<b>Ctrl + A</b>	Select all shapes
<b>Esc</b>	Remove focus from the selected shape
<b>Arrow Up</b>	Nudge the selected shape up
<b>Arrow Down</b>	Nudge the selected shape down
<b>Arrow Left</b>	Nudge the selected shape left
<b>Arrow Right</b>	Nudge the selected shape right
<b>Enter or F2</b>	Edit text in the selected shape
<b>Delete or Backspace</b>	Delete the selected shape
<b>Ctrl + X or Shift + Delete</b>	Cut the selected shape
<b>Ctrl + C</b>	Copy the selected shape
<b>Ctrl + V</b>	Paste the contents of the Clipboard
<b>Ctrl + Z</b>	Undo the last action
<b>Shift + Arrow Right</b>	Enlarge the selected shape horizontally. Add ctrl for moving pixel-by-pixel
<b>Shift + Arrow Left</b>	Reduce the selected shape horizontally. Add ctrl for moving pixel-by-pixel
<b>Shift + Arrow Up</b>	Enlarge the selected shape vertically. Add ctrl for moving pixel-by-pixel
<b>Shift + Arrow Down</b>	Reduce the selected shape vertically. Add ctrl for moving pixel-by-pixel
<b>Alt + Arrow Right</b>	Rotate the selected shape to the right. Add ctrl for moving pixel-by-pixel
<b>Alt + Arrow Left</b>	Rotate the selected shape to the left. Add ctrl for moving pixel-by-pixel



## VISUAL BASIC EDITOR

KEYBOARD SHORTCUT	DESCRIPTION
<b>F1</b>	Help
<b>F2</b>	View object browser
<b>F3</b>	Find next
<b>F4</b>	Properties window
<b>F5</b>	Run sub/form or run macro
<b>F6</b>	Switch split windows
<b>F7</b>	View code window
<b>F8</b>	Step into
<b>F9</b>	Toggle breakpoint
<b>F10</b>	Activate menu bar
<b>Shift + F2</b>	View definition
<b>Shift + F3</b>	Find previous
<b>Shift + F7</b>	View object
<b>Shift + F8</b>	Step over
<b>Shift + F9</b>	Quick watch
<b>Shift+F10</b>	Show right click menu
<b>Ctrl + F2</b>	Focus to object box
<b>Ctrl + F4</b>	Close window
<b>Ctrl+F8</b>	Run to cursor
<b>Ctrl + F10</b>	Activate menu bar
<b>Alt + F4</b>	Close VBE
<b>Alt + F6</b>	Switch between last 2 windows
<b>Alt + F11</b>	Return to application
<b>Ctrl + Shift + F2</b>	Go to last position
<b>Ctrl + Shift + F8</b>	Step out
<b>Ctrl + Shift + F9</b>	Clear all breakpoints
<b>Insert</b>	Toggle insert mode
<b>Delete</b>	Delete
<b>Home</b>	Move to beginning of line
<b>End</b>	Move to end of line
<b>Shift + Insert</b>	Paste
<b>Shift + Home</b>	Select to start of line



KEYBOARD SHORTCUT	DESCRIPTION
<b>Shift + End</b>	Select to end of line
<b>Shift + Page Up</b>	Select to top of module
<b>Shift + Page Down</b>	Select to end of module
<b>Shift + Left Arrow</b>	Extend selection left 1 character
<b>Shift + Right Arrow</b>	Extend selection right 1 character
<b>Shift + Up Arrow</b>	Extend selection up
<b>Shift + Down Arrow</b>	Extend selection down
<b>Shift + Tab</b>	Outdent
<b>Alt + Spacebar</b>	System menu
<b>Alt + Tab</b>	Cycle applications
<b>Alt + Backspace</b>	Undo
<b>Ctrl + A</b>	Select all
<b>Ctrl + C</b>	Copy
<b>Ctrl + E</b>	Export module
<b>Ctrl + F</b>	Find
<b>Ctrl + G</b>	Immediate window
<b>Ctrl + H</b>	Replace
<b>Ctrl + I</b>	Turn on quick info
<b>Ctrl + J</b>	List properties / methods
<b>Ctrl + L</b>	Show call stack
<b>Ctrl + M</b>	Import file
<b>Ctrl + N</b>	New line
<b>Ctrl + P</b>	Print
<b>Ctrl + R</b>	Project explorer
<b>Ctrl + S</b>	Save
<b>Ctrl + T</b>	Show available components
<b>Ctrl + V</b>	Paste
<b>Ctrl + X</b>	Cut
<b>Ctrl + Y</b>	Cut entire line
<b>Ctrl + Z</b>	Undo
<b>Ctrl + Insert</b>	Copy
<b>Ctrl + Delete</b>	Delete to end of word
<b>Ctrl + Home</b>	Top of module
<b>Ctrl + End</b>	End of module



KEYBOARD SHORTCUT	DESCRIPTION
<b>Ctrl + Page Up</b>	Top of current procedure
<b>Ctrl + Page Down</b>	End of current procedure
<b>Ctrl + Left Arrow</b>	Move one word to left
<b>Ctrl + Right Arrow</b>	Move one word to right
<b>Ctrl + Up Arrow</b>	Previous procedure
<b>Ctrl + Down Arrow</b>	Next procedure
<b>Ctrl + Spacebar</b>	Complete word
<b>Ctrl + Tab</b>	Cycle windows
<b>Ctrl + Backspace</b>	Delete to start of word
<b>Ctrl + Shift + I</b>	Parameter info
<b>Ctrl + Shift + J</b>	List constants



Thanks for downloading this free ebook – I hope you have found it useful and have learnt at least one little nugget of information!

I update my [blog](#) with MS Office tutorials on a regular basis, so please keep checking back for any others that you might find useful.

If you find you need any help with MS Office, feel free to contact me via [OutofhoursAdmin](#).

Thanks again,

*Sharon*

