

F2

Moves the insertion point to the end of the contents of the active cell. For example, select cell B6 below and press F2.

TRA	TRAN \checkmark ($\checkmark \checkmark \checkmark f_x$ =SUM(B2:B5)									
	А	В	С	D	E	F	G	Н	1	
1										
2		3								
3		4								
4		7								
5		8								
6		=SUM(B2:E	35)							
7										
8										

Note: turn off Allow editing directly in cells (File, Options, Advanced, Editing Options) and pressing F2 will move the insertion point to the formula bar.

F3

Displays the Paste Name dialog box. For example, select cell E2 below, type =SUM(, press F3 and select a name.

TR/	AN (*	$X \checkmark f_x$	=SUM(
1	Α	В	С	D	E		F	G	Н	I.
1	First	Second	Third							
2	80	82	85		=SUM(<u> </u>				
3	73	75	87		(_				
4	53	50	48			Paste	Name		-7	
5	92	95	100			Paste	<u>n</u> ame			
6						First	nd			~
7						Third		3		
8										
9										
10										-
11										
12								OK	Ca	ncel
13					L					
14										

Note: of course, first create at least one named range.

F4

Cycles through all 4 types of <u>cell references</u> (absolute, mixed reference (2x) and relative). For example, select cell B5 below, click in the formula bar, move the insertion point in or to the right of G2, and press F4.

TRA	N 🔻 🗇	$X \checkmark f_x$	= B2 *\$G\$2	2					
	А	В	С	D	E	F	G	Н	I.
1									
2		3	5	6			10		
3		9	4	1					
4									
5		=B2*\$G\$2							
6									
7									

Note: if you are not editing a cell, F4 repeats the last action, if possible.

F5

Displays the Go To dialog box. For example, to select cell C15, in the Reference box, type C15, and click OK.

F	7 • (*	f_x							
	А	В	С	D	E	F	G	н	I.
1	First	Second	Third						
2	80	82	85	(Go To			?	×
3	73	75	87		Go to:				_
4	53	50	48		First				<u> </u>
5	92	95	100		Second				
6					Third				
7									
8									
9									
10									-
11					Reference:				_
12					C15				
13									
14					Special		ОК	Cancel	
15									
16									

Note: you can also select named ranges, or click Special to quickly select all cells with formulas, comments, conditional formatting, constants, data validation, etc.

$F6 \label{eq:F6}$ Moves to the next pane in a worksheet that has been split.

🗶 I 🖵	17 - ((≝ - ∓	fur	nction-keys	- Microsoft I	Excel		- 0	23
File	Hor	ne Insert I	Page Layout	Formulas	Data Revie	w View [Developer	ے 🕥 ۵	er XX
Paste Clipboa	∦ ≣⊒ - ∛	Calibri B I U Font		■ ■ 3 律律	∎ ••• • NL ≫>•	% 🔬	Cells	∑ × ŽŸ× 	
K3	ard 🗔		Gi .	Alignme	nt or			Editing	~
KJ	A	B	с	D	1	J	К	L	
1	-	5	0	5	· · ·			-	
2									
3								1	
4								[
5									
6									_
7									
									•
13									
14									_
15									_
16 17									
18									
19									
20									
21									-
	1	eet1 🔤 🖣		+	4				•
Ready	2					1009	% -	0	+ ";

F7

Displays the Spelling dialog box (the same as clicking Spelling on the Review tab).

Spelling: English (U.S.)			? 🔀
Not in <u>D</u> ictionary:			
anwer			Ignore Once
		[Ignore All
		[Add to Dictionary
Suggestions:			
answer anger		^	Change
anew answers		(Change All
Anwar		-	AutoCorrect
Dictionary language: Eng	lish (U.S.)	-	
Options	Und	do Last	Cancel

F8

Turns on/off Extend mode. If Extend mode is turned on, select cell A1 and press \rightarrow and \downarrow a few times.

A	1 •(*	f _x							
	А	В	С	D	E	F	G	Н	1
1									
2									
3									
4									
5									

Note: if Extend mode is turned off, hold down SHIFT and press \rightarrow and \downarrow a few times.

F9

Calculates the workbook. By default, any time you change a value, Excel automatically calculates the workbook. Turn on Manual calculation (on the Formulas tab, in the Calculation group, click Calculations Options, Manual) and change the value in cell A1 from 5 to 6.

В	1 • 💿	f_{x}	=A1*10						
1	А	В	С	D	E	F	G	Н	I.
1	6	50							
2									

Press F9.

B	1 • (*	f_{x}	=A1*10						
	А	В	С	D	E	F	G	Н	I.
1	6	60							
2									

Note: if you are editing a cell, F9 replaces a formula with its own result.

F10

Shows the key tips (the same as pressing ALT).

File Home Inse File Cut Paste V Format Painter	rt Page Layou P Calibri B <i>I</i> <u>U</u> •	• 11 • A A	Data Review Vie A R W ≡ = = ≫* ≣ ≡ = 撑 撑	Wrap Text
Clipboard 🕞	Fo	nt 🕞	Alignr	nent

F11

Creates a chart sheet of a selected range.



F12

Brings up the Save As dialog box.

🔀 Save As				×
🔾 🗸 🖉 🖉 🖉 🖉	les 🕨 excel-files 🕨	▼ 4 ₇	Zoeken in excel-files	٩
Organiseren 🔻 Nieu	uwe map		•== •==	• 🕡
🔛 Recente locatie 🔺	Naam		Gewijzigd op	Туре 🔶
State of the	🍌 _notes		10/10/2013 11:50	Bestand
Bibliotheken	3d-reference		5/29/2013 12:06	Microso
Afbeeldingen	advanced-filter		3/19/2013 16:26	Microso
Muziek	🛋 anova		6/24/2013 19:02	Microso
Video's	💐 area-chart		8/26/2013 14:33	Microso
VIGEO S	<table-of-contents> assignment-problem</table-of-contents>		9/18/2013 12:15	Microso
🖳 Computer	axes		8/27/2013 14:32	Microso
S (C:)	🕙 bar-chart		8/20/2013 7:59	Microso
Backup (D:)	🕙 budget		6/12/2012 20:40	Microso 💂
Backup (D.)	•			. F
File name: Boo	ok1			•
Save as type: Exce	el 97-2003 Workbook			•
Auteurs: exce	l-easy.com	Labels: Een la	abel toevoegen	
	Save Thumbnail			
) Hide Folders		Tools 🔻	Save	Cancel

Note: to change the default file location, on the File tab, click Options, Save.

Do you like this free website? Please follow us on Google+

G+ Follow 9.7k

Learn more about keyboard shortcuts, use the side menu >>

Go to Top: Function Keys | Go to Next Chapter: Print

COPYRIGHT (C) 2010-2015 WWW.EXCEL-EASY.COM. ALL RIGHTS RESERVED. EXCEL 2010 TUTORIAL | HOW TO EXCEL | MICROSOFT EXCEL 2010 | EXCEL MACRO