

Function Keys

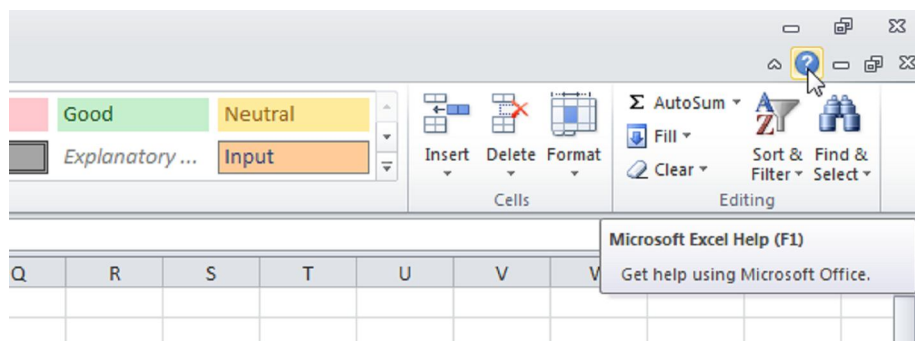
[G+](#) [Follow](#) 9.7k

[F1](#) | [F2](#) | [F3](#) | [F4](#) | [F5](#) | [F6](#) | [F7](#) | [F8](#) | [F9](#) | [F10](#) | [F11](#) | [F12](#)

Function keys allow you to do things with your keyboard instead of your mouse to increase your speed.

F1

Opens Excel Help (the same as clicking the question mark).



Chapter

[Keyboard Shortcuts](#)

Learn more, it's easy

[Function Keys](#)
[Key Tips](#)

Follow Excel Easy



F2

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

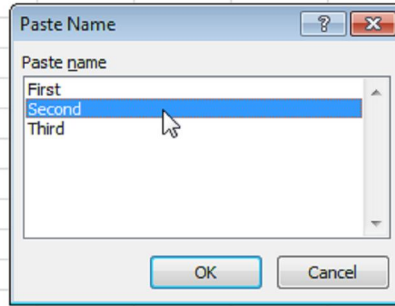
	A	B	C	D	E	F	G	H	I
1									
2		3							
3		4							
4		7							
5		8							
6		=SUM(B2:B5)							
7									
8									

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.

	A	B	C	D	E	F	G	H	I
1	First	Second	Third						
2	80	82	85		=SUM(
3	73	75	87						
4	53	50	48						
5	92	95	100						
6									
7									
8									
9									
10									
11									
12									
13									
14									



Note: of course, first create at least one [named range](#).

F4

Cycles through all 4 types of [cell references](#) (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.

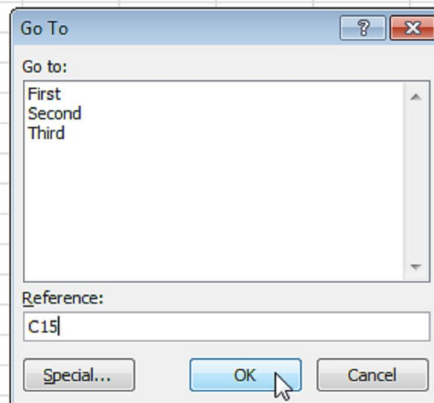
	A	B	C	D	E	F	G	H	I
1									
2		3	5	6			10		
3		9	4	1					
4									
5		=B2*\$G\$2							
6									
7									

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.

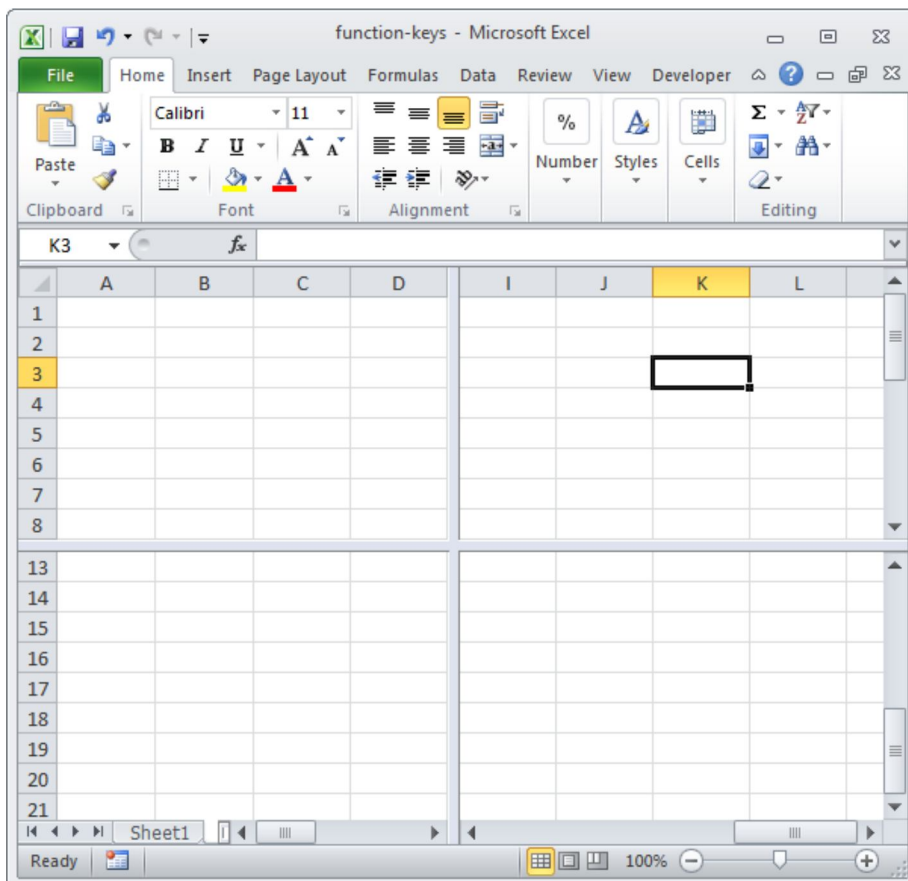
	A	B	C	D	E	F	G	H	I
1	First	Second	Third						
2	80	82	85						
3	73	75	87						
4	53	50	48						
5	92	95	100						
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									



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

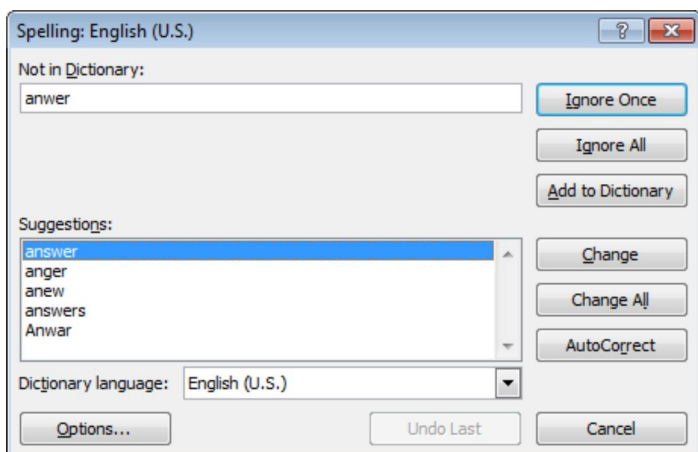
F6

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. If Extend mode is turned on, select cell A1 and press → and ↓ a few times.

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									

Note: if Extend mode is turned off, hold down SHIFT and press → and ↓ 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.

	A	B	C	D	E	F	G	H	I
1	6	50							
2									

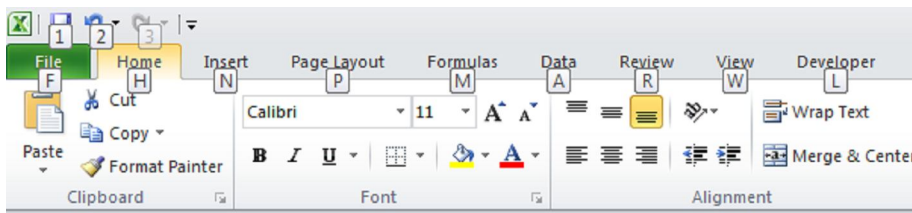
Press F9.

	A	B	C	D	E	F	G	H	I
1	6	60							
2									

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

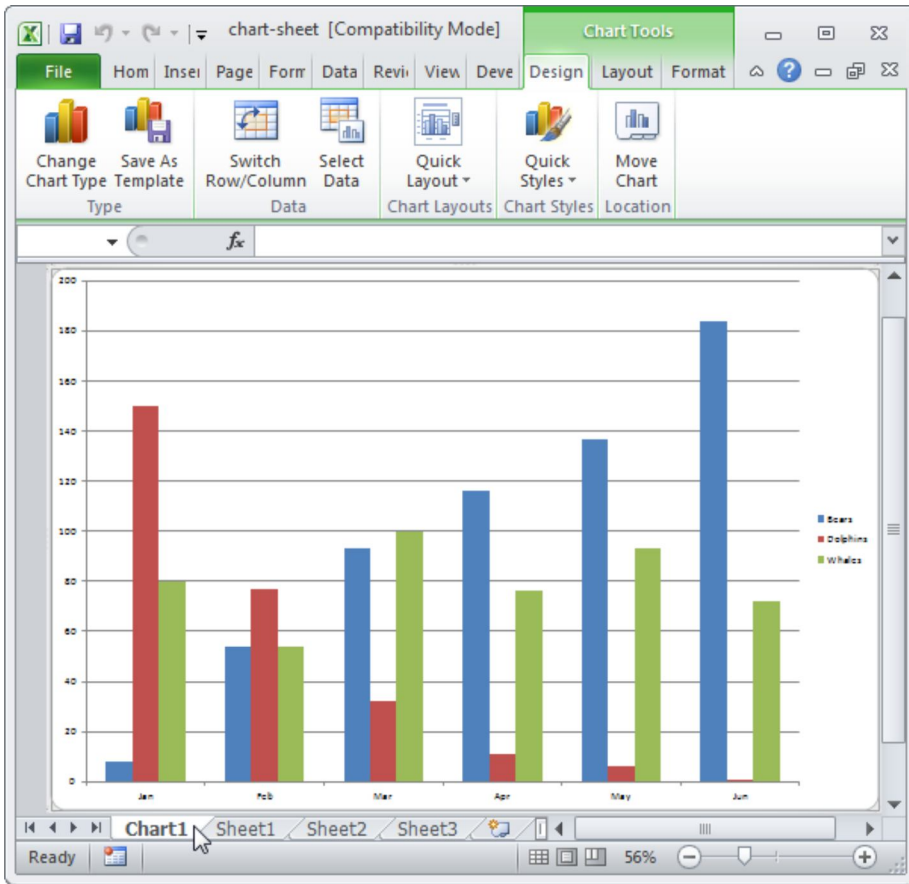
F10

Shows the [key tips](#) (the same as pressing ALT).



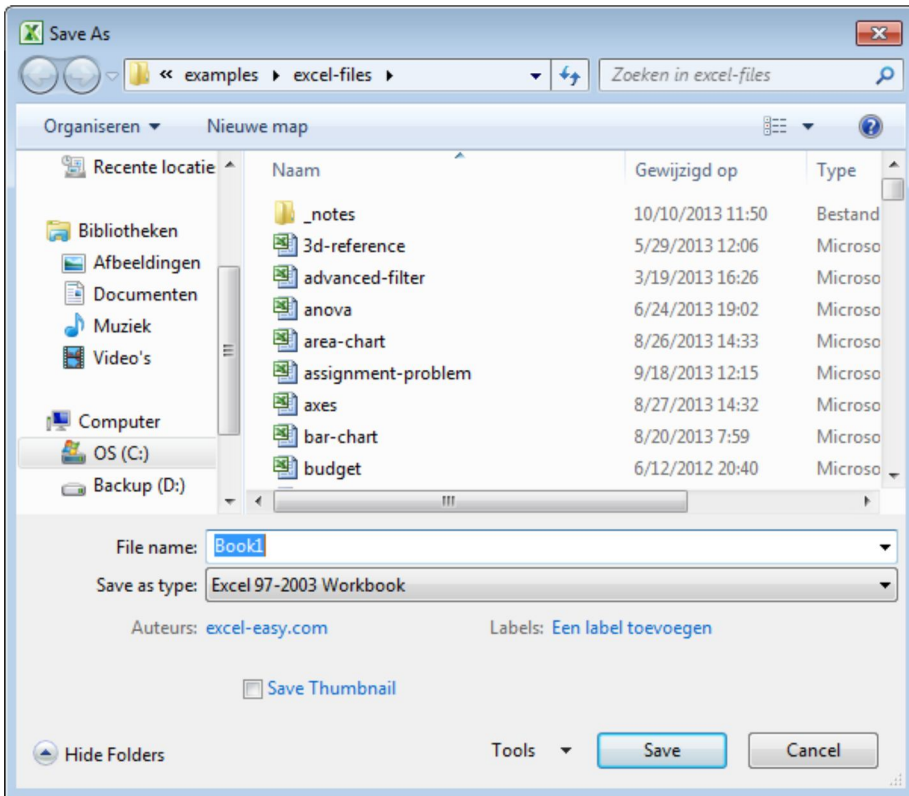
F11

Creates a [chart sheet](#) of a selected range.



F12

Brings up the Save As dialog box.



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

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