



The Shortcut Row Call

25 Excel keys that save school staff time. Tape it by your keyboard!

Row Call Tech

Spreadsheet how-tos for teachers

Everyday basics

Ctrl + Z	Undo (your best friend)
Ctrl + Y	Redo
Ctrl + S	Save. Do it often!
Ctrl + C / V	Copy / paste
Ctrl + F	Find a student's name
Ctrl + H	Find and replace (fix a typo everywhere)
Ctrl + P	Print

Getting around

Ctrl + Arrow	Jump to the end of your list
Ctrl + Home	Go back to cell A1
Ctrl + PgDn / PgUp	Next or last sheet tab (class period)

Selecting

Ctrl + A	Select everything
Ctrl + Shift + Arrow	Select to the end of the list
Ctrl + Space	Select the whole column
Shift + Space	Select the whole row

Typing and editing

F2	Edit the cell you're on
Alt + Enter	New line inside a cell
Ctrl + D	Fill down (copy the cell above)
Ctrl + ;	Type today's date (attendance!)
Ctrl + E	Flash Fill: type one example, like a first name, then press to fill the rest
Ctrl + + / -	Insert or delete a row (select it first)
Ctrl + 1	Format Cells (percent, dates, borders)

Lists and grades

Ctrl + T	Turn your list into a table
Ctrl + Shift + L	Filters on or off
Alt + =	AutoSum: add up a column of points
F4	Lock a cell in a formula (adds the \$ signs)

Numbers acting weird? Check NumLock!

Number pad moves your cursor instead of typing numbers? NumLock is off. Press **Num Lock** to turn it on.

Laptop typing numbers when you press letters? (J types 1, K types 2...) NumLock got turned on by accident. Press **Num Lock**, or **Fn + Num Lock** on many laptops, to turn it off.

On a Mac? Use **Cmd** in place of **Ctrl** for most of these.

More 2-minute Excel tips: [YouTube @RowCallTech](#)