









































The following commands were covered in this book.





















All of the commands have speech function accessibility, with the proper Office setup. See **Help>Speech Functions>Accessibility** in any Microsoft Office application for instructions.







Function	Button	Ribbon	Keyboard Shortcuts	Application
Accept/Reject Changes		Review>Changes>Track Changes>Accept/Reject Changes		Excel
Add Digital Signature		Office>Prepare>Add a Digital Signature		Excel
Advanced Filter		Data>Sort & Filter>Advanced Filter		Excel
Align Cell Contents in Worksheet		Home>Alignment>[Alignment Option]		Excel
Allow Users to Edit		Review>Changes>Allow Users to Edit Ranges		Excel
Arrange Windows		View>Window>Arrange All		Excel
AutoFilter		Data>Sort & Filter>Filter	 +  + 	Excel
AutoSum		Formulas>Function Library>AutoSum	 + 	Excel
Axes		Chart Tools>Layout>Axes>Axes		Excel
Axis Titles of a Chart		Layout>Labels>Axis Titles		Excel
Bold		Home>Font>Bold	 + 	Excel
Borders		Home>Font>Border		Excel
Bottom 10		Home>Styles>Conditional Formatting>Top/Bottom Rules>Bottom 10 Items		Excel
Brightness		Picture Tools>Format>Adjust>Brightness		Excel
Cell Styles		Home>Styles>Cell Styles		Excel

Function	Button	Ribbon	Keyboard Shortcuts	Application
Change Chart Type		Design>Type>Change Chart Type		Excel
Change Picture		Picture Tools>Format>Adjust>Change Picture		Excel
Chart		Insert>Charts>[Chart Type]		Excel
Chart Title		Layout>Labels>Chart Title		Excel
Chart Wall		Chart Tools>Layout>Background>Chart Wall		Excel
Clear		Data>Sort & Filter>Clear		Excel
Clip Art		Insert>Illustrations>Clip Art		Excel
Close a Window		Office>Close	CTRL + W or CTRL + F4	Excel
Close a Workbook		Office>Close	CTRL + W or CTRL + F4	Excel
Color Scales		Home>Styles>Conditional Formatting>Color Scales		Excel
Compare & Merge		Office>Excel Options>Customize>Compare and Merge Workbooks		Excel
Compatibility Checker		Office>Prepare>Run Compatibility Checker		Excel
Conditional Formatting		Home>Styles>Conditional Formatting		Excel
Contrast		Picture Tools>Format>Adjust>Contrast		Excel
Copy		Home>Clipboard>Copy	CTRL + C	Excel
Create a New File		Office>New	CTRL + N	Excel
Create a New Workbook		Office>New	CTRL + N	Excel
Create From Selection		Formulas>Defines Names>Create From Selection		Excel











Function	Button	Ribbon	Keyboard Shortcuts	Application
Cut		Home>Clipboard>Cut	CTRL + X	Excel
Data Bars		Home>Styles>Conditional Formatting>Data Bars		Excel
Data Validation		Data>Data Tools>Data Validation		Excel
Decrease Decimal		Home>Number>Decrease Decimal		Excel
Define Name		Formulas>Defined Names>Define Name		Excel
Delete Rule				Excel
Delete Worksheet Cells		Home>Cells>Delete>Delete Cells		Excel
Edit Comment		Review>Comments>Edit Comment	SHIFT + F2	Excel
Evaluate Formula		Formulas>Formula Auditing>Evaluate Formula		Excel
Existing Connections		Data>Get External Data>Existing Connections		Excel
Exit Excel		Office>Exit Excel		Excel
Filter Select Cells		Home>Editing>Sort & Filter>Filter	CTRL + SHIFT + L	Excel
Filter Selected Cells		Data>Sort & Filter>Filter	CTRL + SHIFT + L	Excel
Find		Home>Editing>Find & Select	CTRL + F	Excel
Find a Synonym		Review>Proofing>Thesaurus	SHIFT + F7	Excel
Font		Home>Font>Font		Excel
Font Color		Home>Font>Font Color		Excel
Font Size		Home>Font>Font Size		Excel
Format Cells		Home>Cells>Format>Format Cells		Excel
Format Cells in Worksheet		Home>Cells>Format		Excel

Function	Button	Ribbon	Keyboard Shortcuts	Application
Format Painter		Home>Clipboard>Format Painter		Excel
Freeze Panes		View>Window>Freeze Panes		Excel
From Text		Data>Get External Data>From Text		Excel
From Web		Data>Get External Data>From Web		Excel
Function		Formulas>Function Library>Insert Function	SHIFT + F3	Excel
Header		Insert>Text>Header & Footer		Excel
Help		Microsoft Office Word Help Microsoft Office Excel Help Microsoft Office Access Help Microsoft Office PowerPoint Help	F1	Excel
Hide Detail		Data>Outline>Hide Detail		Excel
Highlight Changes		Review>Changes>Track Changes>Highlight Changes		Excel
Hide Window		View>Window>Hide		Excel
Hyperlink		Insert>Links>Hyperlink	CTRL + K	Excel
Icon Sets		Home>Styles>Conditional Formatting>Icon Sets		Excel
Increase Decimal		Home>Number>Increase Decimal		Excel
Insert Worksheet		Insert>Cells>Insert>Insert Sheet		Excel
Insert Worksheet Cells		Home>Cells>Insert>Insert Cells		Excel
Inspect Document		Office>Prepare>Inspect Document		Excel
Italic		Home>Font>Italic	CTRL + I	Excel
Legend		Chart Tools>Layout>Labels>Legend		Excel
Macros		View>Macros>Macros Developer>Code>Macros	ALT + F8	Excel

Function	Button	Ribbon	Keyboard Shortcuts	Application
Manage Rules		Home>Styles>Conditional Formatting		Excel
Margins		Page Layout>Page Setup>Margins		Excel
Mark As Final		Office>Prepare>Mark as Final		Excel
Merge Center		Home>Alignment>Merge & Center		Excel
Move Chart		Chart Tools>Design>Location>Move Chart		Excel
Move Chart to New Worksheet		Design>Location>Move Chart		Excel
Name Manager		Formulas>Defined Names>Name Manager	CTRL + F3	Excel
New Comment		Review>Comments>New Comment		Excel
Normal View		View>Workbook Views>Normal View		Excel
Open a File		Office>Open	CTRL + O	Excel
Open a Workbook		Office>Open	CTRL + O	Excel
Orientation		Page Layout>Page Setup>Orientation		Excel
Page Break Preview		View>Workbook Views>Page Break Preview		Excel
Paste		Home>Clipboard>Paste	CTRL + V	Excel
Paste Special		Home>Clipboard>Paste>Paste Special		Excel
Percent Style		Home>Number>Percent Style	CTRL + SHIFT + F9	Excel
PivotChart		Insert>Tables>Pivot Table drop-down Arrow>Pivot Chart		Excel
PivotTable		Insert>Tables>Pivot Table		Excel
Print		Office>Print	CTRL + P	Excel
Print Area		Page Layout>Page Setup>Print Area		Excel

Function	Button	Ribbon	Keyboard Shortcuts	Application
Print Preview		Office>Print>Print Preview		Excel
Properties		Office>Prepare>Properties		Excel
Protect Sheet		Review>Changes>Protect Sheet		Excel
Protect Workbook		Review>Changes>Protect Workbook		Excel
Record Macro		View>Macros>Macros>Record Macro Developer>Code>Macros		Excel
Remove Duplicates		Data>Data Tools>Remove Duplicates		Excel
Remove Split in Window		View>Window>Split		Excel
Repeat		Quick Access Toolbar>Redo	 + 	Excel
Rotate		Picture Tools>Format>Arrange>Rotate Chart Tools>Format>Arrange>Rotate		Excel
Save		Office>Save	 + 	Excel
Save As		Office>Save As		Excel
Save Macro Enabled		Office>Save As>Excel Macro-Enabled Workbook		Excel
Share Workbook		Review>Changes>Share Workbook		Excel
Show Detail		Data>Outline>Show Detail		Excel
Show All Comments		Review>Comments>Show All Comments		Excel
Show Formula		Formulas>Formula Auditing>Show Formulas	 + 	Excel
Show Markup		Review>Comments>Show Markup		Excel
Show or Hide Worksheet Gridlines		View>Show/Hide>Gridlines		Excel

Function	Button	Ribbon	Keyboard Shortcuts	Application
Show or Hide Worksheet Headings		View>Show/Hide>Headings		Excel
SmartArt		Insert>Illustrations>SmartArt		Excel
Solver		Data>Analysis>Solver		Excel
Sort & Filter		Home>Editing>Sort & Filter		Excel
Sort Ascending Order		Data>Sort & Filter>Sort A to Z		Excel
Sort Descending Order		Data>Sort & Filter>Sort Z to A		Excel
Spelling		Review>Proofing>Spelling		Excel
Split Window		View>Window>Split		Excel
Start Excel		Start>Programs>Microsoft Office>Microsoft Office Excel 2007		Excel
Stop Recording		Developer>Code>Stop Recording		Excel
Subtotal		Data>Outline>Subtotal		Excel
Switch Between Open Windows		View>Window>Switch Windows>[Name of Window]	 + 	Excel
Symbol		Insert>Text>Symbol		Excel
Table		Insert>Tables>Table		Excel
Text Box		Insert>Text>Text Box		Excel
Themes		Page Layout>Themes>Themes		Excel
Theme Colors		Page Layout>Themes>Colors		Excel
Theme Fonts		Page Layout>Themes>Fonts		Excel
Thesaurus		Review>Proofing>Thesaurus	 + 	Excel

Function	Button	Ribbon	Keyboard Shortcuts	Application
Top 10		Home>Styles>Conditional Formatting>Top/Bottom Rules>Top 10		Excel
Track Changes		Review>Changes>Track Changes		Excel
Underline		Home>Font>Underline		Excel
Undo		Quick Access Toolbar>Undo	CTRL + Z	Excel
Unfreeze panes		View>Window>Freeze Panes>Unfreeze Panes		Excel
View in Full Screen Mode		View>Workbook Views>Full Screen		Excel
What-If		Data>Data Tools>What If Analysis		Excel
WordArt		Insert>Text>WordArt		Excel
Worksheet Background		Page Layout>Page Setup>Background		Excel
Zoom In or Out		View>Zoom>Zoom		Excel