




















Raccourcis EXCEL

Raccourcis de base

Aide	
Annuler la dernière commande	 + 
Copier / Couper / Coller.....	 +  /  / 
Mode Insertion / Mode Refrappe.....	
Répéter la dernière commande	
Sélectionner tout.....	 + 

La manipulation de fichiers et documents



































Afficher / Masquer le ruban.....	 + 
Aperçu avant impression	 + 
Classeur ouvert suivant.....	 + 
Enregistrer	 + 
Enregistrer sous	
Fermer le classeur.....	 + 
Imprimer.....	 + 
Nouveau classeur	 + 
Ouvrir.....	 + 
Quitter Excel.....	 + 

Onglet REVISION










Recalculer la feuille active.....	 + 
Recalculer tous les classeurs ouverts.....	
Vérifier l'orthographe	

Raccourcis EXCEL

La manipulation de cellules et feuilles

Coller un nom dans une formule	
Coller une fonction dans une cellule	 + 
Créer un graphique à partir de la sélection	
Début de ligne /Fin de ligne	 + 
Dernière cellule occupée du bloc	 + 
Feuille Précédente / Suivante	 +  / 
Générer une nouvelle ligne dans la cellule.....	 + 
Insérer une nouvelle feuille	 + 
Intersection dernière Ligne / Colonne occupée	 + 
Liste des saisies automatiques.....	 + 
Modifier le contenu de la cellule	
Première cellule de la feuille.....	 + 
Recopier vers le Bas / vers la Droite	 +  / 
Référence Absolue / Relative (dans un calcul).....	
Sélectionner la colonne active.....	 + 
Sélectionner la feuille active.....	 + 
Sélectionner la ligne active.....	 + 
Somme automatique	 + 

La manipulation des paragraphes

Format Scientifique / Monétaire / Date	 +  /  / 
Format Standard.....	 + 
Gras / Italique / Souligné.....	 +  /  / 