

Useful MS-Excel shortcut keys!

Ctrl+A - Select All
Ctrl+B - Bold
Ctrl+C - Copy
Ctrl+D - Fill Down
Ctrl+F - Find
Ctrl+G - Goto
Ctrl+H - Replace
Ctrl+I - Italic
Ctrl+K - Insert Hyperlink
Ctrl+N - New Workbook
Ctrl+O - Open
Ctrl+P - Print
Ctrl+R - Fill Right
Ctrl+S - Save
Ctrl+U - Underline
Ctrl+V - Paste
Ctrl+W - Close
Ctrl+X - Cut
Ctrl+Y - Repeat
Ctrl+Z - Undo
F1 - Help
F2 - Edit
F3 - Paste Name
F4 - Repeat last action
F4 - While typing a formula, switch between absolute/relative refs
F5 - Goto
F6 - Next Pane
F7 - Spell check
F8 - Extend mode
F9 - Recalculate all workbooks
F10 - Activate Menubar
F11 - New Chart
F12 - Save As
Ctrl+= - Insert Current Time
Ctrl+=; - Insert Current Date
Ctrl+=" - Copy Value from Cell Above
Ctrl+' - Copy Formula from Cell Above
Shift - Hold down shift for additional functions in Excel's menu
Shift+F1 - What's This?
Shift+F2 - Edit cell comment
Shift+F3 - Paste function into formula
Shift+F4 - Find Next
Shift+F5 - Find
Shift+F6 - Previous Pane

Shift+F8 - Add to selection
Shift+F9 - Calculate active worksheet
Shift+F10 - Display shortcut menu
Shift+F11 - New worksheet
Shift+F12 - Save
Ctrl+F3 - Define name
Ctrl+F4 - Close
Ctrl+F5 - XL, Restore window size
Ctrl+F6 - Next workbook window
Shift+Ctrl+F6 - Previous workbook window
Ctrl+F7 - Move window
Ctrl+F8 - Resize window
Ctrl+F9 - Minimize workbook
Ctrl+F10 - Maximize or restore window
Ctrl+F11 - Inset 4.0 Macro sheet
Ctrl+F1 - File Open
Alt+F1 - Insert Chart
Alt+F2 - Save As
Alt+F4 - Exit
Alt+F8 - Macro dialog box
Alt+F11 - Visual Basic Editor
Ctrl+Shift+F3 - Create name by using names of row and column labels
Ctrl+Shift+F6 - Previous Window
Ctrl+Shift+F12 - Print
Alt+Shift+F1 - New worksheet
Alt+Shift+F2 - Save
Alt+= - AutoSum
Ctrl+` - Toggle Value/Formula display
Ctrl+Shift+A - Insert argument names into formula
Alt+Down arrow - Displayy AutoComplete list
Alt+' - Format Style dialog box
Ctrl+Shift+~ - General format
Ctrl+Shift+! - Comma format
Ctrl+Shift+@ - Time format
Ctrl+Shift+# - Date format
Ctrl+Shift+\$ - Currency format
Ctrl+Shift+% - Percent format
Ctrl+Shift+^ - Exponential format
Ctrl+Shift+& - Place outline border around selected cells
Ctrl+Shift+_ - Remove outline border
Ctrl+Shift+* - Select current region
Ctrl++ - Insert
Ctrl+- - Delete
Ctrl+1 - Format cells dialog box
Ctrl+2 - Bold
Ctrl+3 - Italic
Ctrl+4 - Underline
Ctrl+5 - Strikethrough

Ctrl+6 - Show/Hide objects
Ctrl+7 - Show/Hide Standard toolbar
Ctrl+8 - Toggle Outline symbols
Ctrl+9 - Hide rows
Ctrl+0 - Hide columns
Ctrl+Shift+(- Unhide rows
Ctrl+Shift+) - Unhide columns
Alt or F10 - Activate the menu
Ctrl+Tab - In toolbar: next toolbar
Shift+Ctrl+Tab - In toolbar: previous toolbar
Ctrl+Tab - In a workbook: activate next workbook
Shift+Ctrl+Tab - In a workbook: activate previous workbook
Tab - Next tool
Shift+Tab - Previous tool
Enter - Do the command
Shift+Ctrl+F - Font Drop Down List
Shift+Ctrl+F+F - Font tab of Format Cell Dialog box
Shift+Ctrl+P - Point size Drop Down List

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<https://wise-ing.co.in>)