**HOME TAB:**

CLIPBOARD GROUP:

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **COPY** | **CTRL+C** |
| **2.** | **CUT** | **CTRL+X** |
| **3.** | **PASTE** | **CTRL+V** |
| **4.** | **COPY FORMAT** | **CTRL+SHIFT+C** |
| **5.** | **PASTE FORMAT** | **CTRL+SHIFT+V** |

FONT GROUP:

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **BOLD** | **CTRL+B** |
| **2.** | **OPEN FONT DIALOG BOX** | **CTRL+D** |
| **3.** | **ITALIC** | **CTRL+I** |
| **4.** | **UNDERLINE** | **CTRL+U** |
| **5.** | **CHANGE FONT** | **CTRL+SHIFT+F** |
| **6.** | **CHANGE FONT SIZE** | **CTRL+SHIFT+P** |
| **7.** | **INCREASE FONT SIZE** | **CTRL+SHIFT+> or CTRL+] {BRACKET CLOSE}** |
| **8.** | **DECREASE FONT SIZE** | **CTRL+SHIFT+< or CTRL+[ {BRACKET START}** |
| **9.** | **SUBSCRIPT** | **CTRL+=** |
| **10.** | **SUPERSCRIPT** | **CTRL+SHIFT+=** |
| **11.** | **DUAL UNDERLINE** | **CTRL+SHIFT+D** |
| **12.** | **CHANGE CASE** | **SHIFT+F3** |
| **13.** | **HIGHLIGHT TEXT** | **CTRL+ALT+H** |
| **14.** | **WORD WISE UNDERLINE** | **CTRL+SHIFT+W** |
| **15.** | **TO REMOVE UNWANTED FORMATTING** | **CTRL+SPACE** |
| **16.** | **ALL CAPS (OPTION IN FONT DIALOG BOX)** | **CTRL+SHIFT+A** |
| **17.** | **SMALL CAPS (OPTION IN FONT DIALOG BOX)** | **CTRL+SHIFT+K** |
| **18.** | **HIDDEN (OPTION IN FONT DIALOG BOX)** | **CTRL+SHIFT+H** |

PARAGRAPH GROUP:

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **INDENT** | **CTRL+M** |
| **2.** | **INVERSE INDENT** | **CTRL+Q** |
| **3.** | **HANGING INDENT** | **CTRL+T** |
| **4.** | **APPLY BULLET LIST** | **CTRL+SHIFT+L** |
| **5.** | **APPLY NUMBER LIST** | **CTRL+ALT+L** |
| **6.** | **PARAGRAPH SPACE 1 POINT** | **CTRL+1** |
| **7.** | **PARAGRAPH SPACE 1.5 POINT** | **CTRL+5** |
| **8.** | **PARAGRAPH SPACE 2 POINT** | **CTRL+2** |
| **9.** | **LEFT ALIGN** | **CTRL+L** |
| **10.** | **RIGHT ALIGN** | **CTRL+R** |
| **11.** | **CENTER ALIGN** | **CTRL+E** |
| **12.** | **JUSTIFY ALIGN** | **CTRL+J** |
| **13.** | **TO USE SHOW/HIDE BUTTON** | **CTRL+SHIFT+8** |
| **14.** | **OPEN PARAGRAPH DIALOG BOX** | **ALT+H+P+G** |
| **15.** | **SORT** | **ALT+H+S+O** |
| **16.** | **INCREASE INDENT** | **ALT+H+A+I** |
| **17.** | **DECREASE INDENT** | **ALT+H+A+O** |

EDITING GROUP:

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **FIND** | **CTRL+F** |
| **2.** | **GO TO** | **CTRL+G or F5** |
| **3.** | **REPLACE** | **CTRL+H** |
| **4.** | **TO OPEN SELECTION PANE** | **ALT+H+S+L+P** |

**INSERT TAB:**

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **INSERT HYPERLINK** | **CTRL+K** |
| **2.** | **CREATE TABLE** | **+-----+-----+-----+ (PLUS-MINUS SYMBOL)** |
| **3.** | **BOOKMARK** | **CTRL+SHIFT+F5** |
| **4.** | **SCREEN SHOT** | **WINDOW+SHIFT+F** |
| **5.** | **ADD BLANK PAGE** | **CTRL+ENTER** |
| **6.** | **INSERT TABLE** | **ALT+N+T+I** |
| **7.** | **INSERT DATE** | **ALT+SHIFT+D** |
| **8.** | **INSERT COMMENTS** | **ALT+CTRL+M** |
| **9.** | **INSERT FOOTNOTE (REFERENCES TAB)** | **ALT+CTRL+F** |
| **10.** | **INSERT ENDNOTE (REFERENCES TAB)** | **ALT+CTRL+D** |
| **11.** | **INSERT PAGE BREAK** | **ALT+N+B** |
| **12.** | **INSERT LINE BREAK** | **SHIFT+ENTER** |
| **13.** | **CREATE SINGLE LINE** | **-------- (MINUS SYMBOL)** |
| **14.** | **INSERT EQUATIONS** | **ALT+=** |

**REVIEW TAB:**

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **SPELLING AND GRAMMAR** | **F7** |
| **2.** | **THESAURUS** | **SHIFT+F7** |
| **3.** | **WORD COUNT** | **CTRL+SHIFT+G** |
| **4.** | **TRACK CHANGES** | **CTRL+SHIFT+E** |
| **5.** | **RESEARCH** | **ALT+MOUSE RIGHT CLICK** |

**FILE OPERATIONS:**

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **SELECT ALL** | **CTRL+A** |
| **2.** | **NEW** | **CTRL+N** |
| **3.** | **OPEN** | **CTRL+O** |
| **4.** | **PRINT** | **CTRL+P** |
| **5.** | **SAVE** | **CTRL+S** |
| **6.** | **REDO** | **CTRL+Y** |
| **7.** | **UNDO** | **CTRL+Z** |
| **8.** | **PRINT** | **CTRL+SHIFT+F12** |
| **9.** | **PRINT PREVIEW** | **CTRL+F2 or CTRL+ALT+I** |
| **10.** | **TO HIDE/UNHIDE COMMAND RIBBON** | **CTRL+F1** |

**NAVIGATION:**

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **NEXT PAGE** | **CTRL+PAGE DOWN** |
| **2.** | **PREVIOUS PAGE** | **CTRL+PAGE UP** |
| **3.** | **CLOSE OR EXIT** | **ALT+F4** |
| **4.** | **CLOSE DOCUMENT** | **CTRL+F4** |
| **5.** | **END OF DOCUMENT** | **CTRL+END** |
| **6.** | **START OF LINE** | **HOME KEY** |
| **7.** | **START OF DOCUMENT** | **CTRL+HOME** |
| **8.** | **DELETE PREVIOUS WORD** | **CTRL+BACKSPACE** |
| **9.** | **DELETE THE NEXT WORD** | **CTRL+DELETE** |
| **10.** | **MOVE CURSOR TO THE BEGINNING OF THE PREVIOUS WORD** | **CTRL+LEFT ARROW** |
| **11.** | **MOVE CURSOR TO THE BEGINNING OF THE NEXT WORD** | **CTRL+RIGHT ARROW** |
| **12.** | **MOVE CURSOR TO THE END OF THE PARAGRAPH** | **CTRL+DOWN ARROW KEY** |
| **13.** | **MOVE CURSOR TO THE BEGINNING OF THE PARAGRAPH** | **CTRL+UP ARROW KEY** |

**MS WORD COMMANDS:**

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **BULLETS AND NUMBERING COMMAND** | **ALT+O+N** |
| **2.** | **BORDER AND SHADING COMMAND** | **ALT+O+B** |
| **3.** | **TAB COMMAND** | **ALT+O+T** |
| **4.** | **COLUMN COMMAND** | **ALT+O+C** |
| **5.** | **DROP CAP COMMAND** | **ALT+O+D** |
| **6.** | **MACRO COMMAND** | **ALT+F8** |
| **7.** | **PASTE FORMAT** | **CTRL+SHIFT+V** |
| **8.** | **MAIL MERGE COMMAND** | **ALT+M+S+W** |
| **9.** | **PAGE SETUP** | **ALT+P+S+P** |
| **10.** | **APPLY STYLES** | **ALT+CTRL+SHIFT+S** |

**MS WORD TRICKS:**

**=Rand() IS USED TO PASTE THE SAVED WRITTEN CONTENT IN MS-WORD.**

**HOME TAB:**

CLIPBOARD GROUP**:**

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **COPY** | **CTRL+C** |
| **2.** | **CUT** | **CTRL+X** |
| **3.** | **PASTE** | **CTRL+V** |
| **4.** | **COPY FORMAT** | **ALT+H+F+P** |
| **5.** | **PASTE SPECIAL COMMAND** | **ALT+E+S or CTRL+ALT+V** |

FONT GROUP:

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **BOLD** | **CTRL+B or CTRL+2** |
| **2.** | **OPEN FONT DIALOG BOX** | **ALT+O+E or CTRL+1** |
| **3.** | **ITALIC** | **CTRL+I or CTRL+3** |
| **4.** | **UNDERLINE** | **CTRL+U** |
| **5.** | **INCREASE FONT SIZE** | **ALT+H+F+G** |
| **6.** | **DECREASE FONT SIZE** | **ALT+H+F+K** |
| **7.** | **FILL COLOR** | **ALT+H+H** |
| **8.** | **BORDERS** | **ALT+H+B** |
| **9.** | **CHANGE FONT** | **ALT+H+F+F** |
| **10.** | **STRIKETHROUGH** | **CTRL+5** |

ALIGNMENT GROUP:

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **WRAP TEXT** | **ALT+H+W** |
| **2.** | **CENTER ALIGN** | **ALT+H+AC** |
| **3.** | **LEFT ALIGN** | **ALT+H+AL** |
| **4.** | **RIGHT ALIGN** | **ALT+H+AR** |
| **5.** | **TOP ALIGN** | **ALT+H+AT** |
| **6.** | **MIDDLE ALIGN** | **ALT+H+AM** |
| **7.** | **BOTTOM ALIGN** | **ALT+H+AB** |
| **8.** | **ORIENTATION** | **ALT+H+FQ** |
| **9.** | **TO USE MERGE CELL COMMAND** | **ALT+H+M** |
| **10.** | **INCREASE INDENT** | **ALT+H+6** |
| **11.** | **DECREASE INDENT** | **ALT+H+5** |

STYLES GROUP:

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **CONDITIONAL FORMATTING** | **ALT+H+L** |
| **2.** | **FORMAT AS TABLE** | **ALT+H+T** |
| **3.** | **CELL STYLES** | **ALT+H+J** |

CELLS GROUP:

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **INSERT ROWS** | **ALT+I+R** |
| **2.** | **INSERT COLUMNS** | **ALT+I+C** |
| **3.** | **INSERT CELLS** | **ALT+I+E** |
| **4.** | **INSERT WORKSHEETS** | **ALT+I+W** |
| **5.** | **DELETE ROWS** | **ALT+E+D** |
| **6.** | **DELETE COLUMS** | **ALT+E+D** |
| **7.** | **DELETE CELLS** | **ALT+E+D** |
| **8.** | **DELETE WORKSHEETS** | **ALT+E+L** |

NOTE: **(1)** **CTRL+ IS USED TO INSERT THE SELECTED ROWS AND COLUMNS.**

**(2) CTRL- IS USED TO DELETE THE SELECTED ROWS AND COLUMNS.**

EDITING GROUP:

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **FILL DOWN** | **CTRL+D** |
| **2.** | **FILL RIGHT** | **CTRL+R** |
| **3.** | **SERIES COMMAND** | **ALT+E+I+S** |
| **4.** | **GO TO** | **F5** |
| **5.** | **FIND** | **CTRL+F** |
| **6.** | **REPLACE** | **CTRL+H** |

**INSERT TAB:**

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **CREATE TABLE** | **CTRL+T** |
| **2.** | **INSERT HYPERLINK** | **CTRL+K** |
| **3.** | **INSERT CHARTS** | **ALT+F1** |
| **4.** | **CREATE A CHART OF THE DATA IN THE CURRENT RANGE IN A SEPARATE CHART SHEET** | **F11** |

**DATA TAB:**

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **FILTER COMMAND** | **CTRL+SHIFT+L** |
| **2.** | **GROUP CELLS** | **SHIFT+ALT+RIGHT** |
| **3.** | **UNGROUP CELLS** | **SHIFT+ALT+LEFT** |
| **4.** | **FLASH FILL COMMAND** | **CTRL+E** |

**FORMULA TAB:**

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **NAME MANAGER (DEFINED NAMES GROUP)** | **CTRL+F3** |
| **2.** | **CREATE FROM SELECTION (DEFINED NAMES GROUP)** | **CTRL+SHIFT+F3** |
| **3.** | **CALCULATION OPTIONS (CALCULATION GROUP)** | **ALT+M+X** |
| **4.** | **CALCULATE NOW (CALCULATION GROUP)** | **F9** |
| **5.** | **CALCULATE SHEET (CALCULATION GROUP)** | **SHIFT+F9** |
| **6.** | **INSERT FUNCTION** | **ALT+M+F or SHIFT+F3** |
| **7.** | **DEFINE A NAME TO USE IN REFERENCES** | **ALT+M+M+D** |

**REVIEW TAB:**

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **SPELLING** | **F7** |
| **2.** | **THESAURUS** | **SHIFT+F7** |
| **3.** | **PROTECT SHEET** | **ALT+T+P+P** |

**FILE OPERATIONS:**

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **CLOSE A WORKBOOK** | **CTRL+W** |
| **2.** | **OPEN A WORKBOOK** | **CTRL+O** |
| **3.** | **GO TO HOME TAB** | **ALT+H** |
| **4.** | **SAVE** | **CTRL+S** |
| **5.** | **UNDO** | **CTRL+Z** |
| **6.** | **REMOVE CELL CONTENTS** | **DELETE** |
| **7.** | **GO TO INSERT TAB** | **ALT+N** |
| **8.** | **GO TO PAGE LAYOUT TAB** | **ALT+P** |
| **9.** | **GO TO DATA TAB** | **ALT+A** |
| **10.** | **GO TO VIEW TAB** | **ALT+W** |
| **11.** | **GO TO FORMULA TAB** | **ALT+M** |
| **12.** | **GO TO REVIEW TAB** | **ALT+R** |
| **13.** | **HIDE SELECTED ROWS** | **CTRL+9** |
| **14.** | **HIDE SELECTED COLUMNS** | **CTRL+0** |
| **15.** | **OPEN THE CONTEXT MENU** | **SHIFT+F10** |
| **16.** | **REDO** | **CTRL+Y** |
| **17.** | **OPEN FILE MENU** | **ALT+F** |
| **18.** | **EXPAND OR COLLAPSE COMMAND RIBBON** | **CTRL+F1** |
| **19.** | **CANCEL AN ENTRY IN THE CELL OR FORMULA BAR** | **ESC (ESCAPE) BUTTON** |
| **20.** | **DELETE THE TABLE** | **CTRL+D** |
| **21.** | **MOVE THE TABLE** | **CTRL+M** |
| **22.** | **RENAME THE TABLE** | **CTRL+R** |

**NAVIGATION:**

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **MOVE TO THE PREVIOUS CELL IN A WORKSHEET OR THE PREVIOUS OPTION IN A DIALOG BOX** | **SHIFT+TAB** |
| **2.** | **MOVE ONE CELL UP IN A WORKSHEET** | **UP ARROW KEY** |
| **3.** | **MOVE ONE CELL DOWN IN A WORKSHEET** | **DOWN ARROW KEY** |
| **4.** | **MOVE ONE CELL LEFT IN A WORKSHEET** | **LEFT ARROW KEY** |
| **5.** | **MOVE ONE CELL RIGHT IN A WORKSHEET** | **RIGHT ARROW KEY** |
| **6.** | **PREVIOUS WORKSHEET** | **CTRL+PAGE UP** |
| **7.** | **NEXT WORKSHEET** | **CTRL+PAGE DOWN** |
| **8.** | **CREATES NEW WORKSHEET** | **SHIFT+F11** |
| **9.** | **CHECK FORMULA AND CELL RANGE COVERED** | **F2** |
| **10.** | **MOVE TO THE EDGE OF THE CURRENT DATA REGION IN A WORKSHEET** | **CTRL+ARROW KEY** |
| **11.** | **ZOOM IN** | **CTRL+SCROLL UP** |
| **12.** | **ZOOM OUT** | **CTRL+SCROLL DOWN** |
| **13.** | **MOVE TO THE LAST CELL ON THE WORKSHEET** | **CTRL+END** |
| **14.** | **MOVE TO THE BEGINNING OF A WORKSHEET** | **CTRL+HOME** |
| **15.** | **MOVE ONE SCREEN UP IN A WORKSHEET** | **PAGE UP** |
| **16.** | **MOVE ONE SCREEN DOWN IN A WORKSHEET** | **PAGE DOWN** |

**SOME MORE USEFUL SHORTCUT KEYS:**

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **GENERAL NUMBER FORMAT** | **CTRL+SHIFT+~** |
| **2.** | **TIME FORMAT** | **CTRL+SHIFT+@** |
| **3.** | **DATE FORMAT** | **CTRL+SHIFT+#** |
| **4.** | **CURRENCY FORMAT** | **CTRL+SHIFT+$** |
| **5.** | **PERCENTAGE FORMAT** | **CTRL+SHIFT+$** |
| **6.** | **SCIENTIFIC NUMBER FORMAT** | **CTRL+SHIFT+^** |
| **7.** | **INSERT A NOTE OR A COMMENT** | **SHIFT+F2** |
| **8.** | **TO ENTER THE CURRENT TIME** | **CTRL+SHIFT+COLON (:)** |
| **9.** | **TO ENTER THE CURRENT DATE** | **CTRL+SEMICOLON (;)** |
| **10.** | **TO APPLY AN OUTLINE BORDER TO THE SELECTED CELLS** | **CTRL+SHIFT+AMPERSAND SIGN (&)** |
| **11.** | **TO REMOVE THE OUTLINE BORDER FROM THE SELECTED CELLS** | **CTRL+SHIFT+UNDERSCORE (\_)** |
| **12.** | **APPLY THE NUMBER FORMAT WITH TWO DECIMAL PLACES, THOUSANDS SEPARATOR, AND MINUS SIGN (-) FOR NEGATIVE VALUES** | **CTRL+SHIFT+EXCLAMATION MARK (!)** |
| **13.** | **TO OPEN THE WORKBOOK STATISTICS DIALOG BOX** | **CTRL+SHIFT+G** |
| **14.** | **TO USE SUM FUNCTION AUTOMATICALLY** | **ALT+EQUALS TO SIGN (=)** |

**SHORTCUT KEYS FOR SELECTION PURPOSE IN MS EXCEL:**

|  |  |  |
| --- | --- | --- |
| **S.NO.** | **FUNCTIONS/COMMANDS** | **SHORTCUT KEYS** |
| **1.** | **FOR SELECTING THE ABOVE CELL** | **SHIFT+ENTER** |
| **2.** | **SELECT AN ENTIRE COLUMN IN A WORKSHEET** | **CTRL+SPACEBAR** |
| **3.** | **SELECT AN ENTIRE ROW IN A WORKSHEET** | **SHIFT+SPACEBAR** |
| **4.** | **SELECT ALL OBJECTS ON A WORKSHEET WHEN AN OBJECT IS SELECTED** | **CTRL+SHIFT+SPACEBAR** |
| **5.** | **START A NEW LINE IN THE SAME CELL** | **ALT+ENTER** |
| **6.** | **EXTEND THE SELECTION OF CELLS TO THE BEGINNING OF THE WORKSHEET** | **CTRL+SHIFT+HOME** |
| **7.** | **SELECT ALL TEXT IN THE FORMULA BAR FROM THE CURSOR POSITION TO THE END** | **CTRL+SHIFT+END** |
| **8.** | **SELECT ALL CELLS FROM THE CURRENT LOCATION TO THE LAST CELL OF THE COLUMN** | **SHIFT+PAGE DOWN** |
| **9.** | **SELECT ALL CELLS FROM THE CURRENT LOCATION TO THE FIRST CELL OF THE COLUMN** | **SHIFT+PAGE UP** |
| **10.** | **SELECT ALL CELLS FROM THE CURRENT LOCATION TO THE LAST CELL OF THE ROW** | **SHIFT+END** |
| **11.** | **SELECT ALL CELLS FROM THE CURRENT LOCATION TO THE FIRST CELL OF THE ROW** | **SHIFT+HOME** |