

## Shortcuts in EXCEL

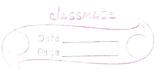
MUL KOMOR (LINKEDIN) NOTES GALLERY (TELEGRAM)

- 1. CTRL + N: To Create a new workbook.
- 2. CTRL + 0: To open a saved workbook.
- 3. CTRL+S: To save a WOYKbook.
- 4. CTRL+A: To select all the contents in a workbook.
- 5. CTRL+B: To turn highlighted cell BOLD.
- 6. CTRL+C: To copy cells that are highlighted
- 7. CTRL+D: To fill the selected cell with the content of the cell right above.
  - 8. CTRL+F: To search for anything in a workbook.
- q. CTRL+G: To jump to a certain area with a single command.
- 10. CTRL+H: To find and replace cell content.
- 11. CTRL+I: To italicise cell contents.



## MOTES GALLERY (TELEGRA

- 12. CTRL+K: To insert a hyperlink in a cell.
- 13. CTRL+L: To open the create table dialog box.
- 14. CTRL+P: To print a workbook.
- 15. CTRL+R: To fill the selected cell with the content of the cell on the left.
- 16. CTRL+U: To underline highlighted cells.
- 17. CTRL + V: To paste anything that was copied.
- 18. CTRL+W: To close your current workbook.
- 19. CTRL+Z: To undo the last action.
- 20. CTRL+1: To format the cell content.
- 21. CTRL + 51: To put a strikethrough in a cell.
- 22. CTRL+8: To show the outline symbols.
- 23. CTRL+9: To hide a yow.
- 24. CTRL+O: To hide 9 Column.



MUL KUMM (LIMKEDIN). NOTES GALLELY (TELEGRAM). 25. CTRL+ Shift+: : To enter the current time in 9 Cell. CTRL+; To enter the current date in cell. 26. 27. CTRL+ : To change the view from displaying cell values to formulas. CTRL+': To copy the formula from the 28. cell above. 29. CTRL+-: To delete columns or yows. CTRL + Shift + = : To insert columns and yours. 30. CTRL + Shift + ~ : To switch between displaying 31. Excel formulas or their values in cell. CTRL + Shift + @: To apply time formatting. 32. CTRL+ Shift +!: To apply comma formatting 33. 34. CTRL+Shift+\$ : To apply currency formatting CTRL+ shift +#: To apply date formatting. 35. 36. CTRL + Shift + % : To apply percentage formatting.



ATUL KOMAR (LINKEDIN MOTES GALLERY (TELEGRAM)

37. CTRL + Shift + &: To place borders around the selected cells.

CTRL + Shift + \_: To remove a border. 38.

39. CTRL+ -: To delete a selected your or column.

- 40, CTRL + Spacebay: To select an entire column
- CTRL + Shift + Spacebar: To select an entire MO8Kbook.
- 42. CTRL + Home: To redirect to cell
- 43. CTRL + Shift + TAB : To switch to the previous MOSK book
- 44. CTRL + Shift + F : To open the fonts menu under format cells.
- To select the cells 45. CTRL + Shift + 0 : containing comments.