EXCEL SHORTCUT IN 1 MINUTE

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- **F1** Displays the Office Assistant or (Help > Microsoft Excel Help)
- **F2** Edits the active cell, putting the cursor at the end
- **F3** Displays the (Insert > Name > Paste) dialog box
- **F4** Repeats the last worksheet action (Edit > Repeat)
- **F5** Displays the (Edit > GoTo) dialog box
- **F6** Moves to the next pane in a workbook (if the window is split)
- **F7** Displays the (Tools > Spelling) dialog box
- **F8** Toggles whether to extend a selection with the arrow keys
- **F9** Calculates All the worksheets in All the open workbooks
- **F10** Toggles the activation of the Menu Bar
- **F11** Displays the (Insert > Chart) dialog box that creates a chart (on a chart sheet) using the highlighted range
- **F12** Displays the (File > Save As) dialog box
- **Shift + F2** Inserts or edits a cell comment (Insert > Comment)
- **Shift + F3** Displays the (Insert > Function) dialog box
- **Shift + F4** Repeats the last Find, the same as (Edit > Find Next)
- **Shift + F5** Displays the (Edit > Find) dialog box
- **Shift + F6** Moves to the previous pane in a workbook (if the window is split)
- **Shift + F8** Toggles between switching Add Mode on or off*
- **Shift + F9** Calculates just the active worksheet
- **Shift + F10** Displays the (Shortcut) menu for the selected item
- **Shift + F11** Inserts a new worksheet (before the active sheet) into the active workbook (Insert > Worksheet)
- **Shift + F12** Saves, Displays the (File > Save As) dialog box if a new workbook
- **Ctrl + F1** Closes and reopens the current task pane (ribbon in 2007)
- **Ctrl + F2** Print Preview
- **Ctrl + F3** Displays the (Insert > Name > Define) dialog box
- **Ctrl + F4** Closes the selected workbook window
- **Ctrl + F5** Restores the size of the active workbook or window
- **Ctrl + F6** Moves to the next open workbook or window
- **Ctrl + F7** Activates the Move window command
- **Ctrl + F8** Activates the Resize window command
- **Ctrl + F9** Minimises the size of the active workbook or window
- **Ctrl + F10** Maximises the size of the active workbook or window
- **Ctrl + F12** Displays the (File > Open) dialog box
- **Alt + F1** Creates a chart (on a chart sheet) using the highlighted range
- **Alt + F2** Displays the (File > Save As) dialog box
- **Alt + F4** Closes all the workbooks (saving first) and exits Excel (File > Exit)
- **Alt + F8** Displays the (Tools > Macro > Macros) dialog box

- **Alt + F11** Toggles between the Visual Basic Editor window and and the Excel window
- **Alt + Ctrl + F9** Calculates All cells on All worksheets in All workbooks
- **Alt + Shift + F1** Inserts a new worksheet (before the active sheet) into the active workbook (Insert > Worksheet)
- **Alt + Shift + F2** Displays the (File > Save As) dialog box
- **Alt + Shift + F4** Closes all the workbooks (saving first) and exits Excel (File > Exit)
- **Alt + Shift + F10** Displays the drop-down menu for the corresponding smart tag
- **Alt + Shift + F11** Activates the Microsoft Script Editor window
- **Ctrl + Shift + F3** Displays the (Insert > Name > Create) dialog box
- **Ctrl + Shift + F6** Moves to the previous open workbook or window
- **Ctrl + Shift + F10** Activates the Menu Bar or Shortcut Characters in 2007
- **Ctrl + Shift + F12** Displays the (File > Print) dialog box
- **Ctrl + 0** Hides the columns in the current selection
- **Ctrl + 1** Displays the formatting dialog box
- **Ctrl + 2** Toggles bold on the current selection
- **Ctrl + 3** Toggles italics on the current selection
- **Ctrl + 4** Toggles underlining on the current selection
- **Ctrl + 5** Toggles the strikethrough of text on the current selection
- **Ctrl + 6** Toggles between hiding, displaying
- **Ctrl + 8** Toggles the display of Outline symbols on the active worksheet
- **Ctrl + 9** Hides the rows in the current selection (Format > Row > Hide)
- **Ctrl + Shift + 0** Unhides the columns in the current selection
- **Ctrl + Shift + 2** Enters the value from the cell directly above into the active cell
- **Ctrl + Shift + 8** Selects the current region (surrounded by blank rows and columns)
- **Ctrl + Shift + 9** Unhides the rows in the current selection
- **Ctrl + A** Displays formula palette given a function name or selects the whole worksheet or current date
- **Ctrl + B** Toggles bold on the current selection
- **Ctrl + C** Copies the current selection to the clipboard
- **Ctrl + D** Copies the first cell in the selection downwards
- **Ctrl + F** Displays the Find dialog box
- **Ctrl + G** Displays the GoTo dialog box
- **Ctrl + H** Displays the Replace dialog box
- **Ctrl + I** Toggles italics on the current selection
- **Ctrl + K** Displays the Insert Hyperlink dialog box
- **Ctrl + L** Displays the Create Table dialog box
- **Ctrl + N** Creates a new workbook
- **Ctrl + O** Displays the Open dialog box
- **Ctrl + P** Displays the Print dialog box
- **Ctrl + R** Copies the leftmost cell in the selection to the right
- **Ctrl + S** Saves, Displays the Save As dialog box if a new workbook
- **Ctrl + U** Toggles underlining on the current selection
- **Ctrl + V** Pastes the entry from the clipboard
- **Ctrl + W** Closes the active workbook or window
- **Ctrl + X** Cuts the current selection to the clipboard

- **Ctrl + Y** Repeats the last workbook action Ctrl + Z Undo the last workbook action
- Ctrl + Shift + F Activates the Font Tab of the format cells
- Ctrl + Shift + O Selects all the cells with comments
- Ctrl + Shift + P Activates the Font Size tab of the format cells
- **Enter** Enters the contents of the active cell and moves to the cell below (by default)
- **Shift + Enter** Enters the contents of the active cell and moves to the cell above (by default)
- **Tab Enters** the contents of the active cell and moves one cell to the right
- **Shift + Tab** Enters the contents of the active cell and moves one cell to the left
- **Alt + =** Enters the SUM() function (AutoSum) to sum the adjacent block of cells
- **Alt + 0128** Enters the euro symbol (€) (using Number keypad)
- **Alt + 0162** Enters the cent symbol (¢) (using Number keypad)
- **Alt + 0163** Enters the pound sign symbol (£) (using Number keypad)
- **Alt + Enter** Enters a new line (or carriage return) into a cell
- **Ctrl + '** Enters the contents from the cell directly above into the active cell
- **Ctrl + Shift + 2** Enters the value from the cell directly above into the active cell
- **Ctrl + ;** Enters the current date into the active cell
- **Ctrl + Shift + ;** Enters the current time into the active cell
- **Ctrl + Shift + Enter** Enters the formula as an Array Formula
- **Shift + Insert** Enters the data from the clipboard

- **Alt + Down** Arrow Displays the Pick From List drop-down list Esc Cancels the cell entry and restores the original contents
- **Delete** Deletes the selection or one character to the right
- **Backspace** Deletes the selection or one character to the left Shift + Delete Cuts the selection to the clipboard
- **Ctrl + Delete** Deletes text to the end of the line Ctrl + - Displays the Delete dialog box
- **Ctrl + Shift + =** Displays the Cells dialog box
- **Ctrl + ₩** Selects the cells in a selected row that do not match the value in the active cell
- **Ctrl + Shift + ₩** Selects the cells in a selected column that do not match the value in the active cell
- **Ctrl + /** Selects the array containing the active cell ??
- **Alt + ;** Selects the visible cells in the current selection
- **Ctrl + Shift + (8 or *)** Selects the current region (surrounded by blank rows and columns)
- **Ctrl + *** Selects the current region (using the * on the number keyboard)
- **Ctrl + [** Selects all the cells that are directly referred to by the formula in the active cell (precedents)
- **Ctrl + Shift + [** Selects all the cells that are directly (or indirectly) referred to by the formula in the active cell
- **Ctrl +]** Selects all the cells that directly refer to the active cell (dependents)
- **Ctrl + Shift +]** Selects all the cells that directly (or indirectly) refer to the active cell
- **Ctrl + Shift + Page Down** Selects the active worksheet and the one after it

- **Ctrl + Shift + Page Up** Selects the active worksheet and the one before it
- **Ctrl + Shift + Spacebar** Selects all the objects on the worksheet when an object is selected or selects the whole worksheet
- **Ctrl + Spacebar** Selects the current column
- **Shift + Arrow keys** Selects the active cell and the cell in the given direction
- **Shift + Backspace** Selects the active cell when multiple cells are selected
- **Shift + Spacebar** Selects the current row
- **Ctrl + Shift + Arrow Key** Extends the selection to the next cell adjacent to a blank cell in that direction
- **Ctrl + Shift + End** Extends the selection to the last used cell on the worksheet
- **Ctrl + Shift + Home** Extends the selection to the beginning of the worksheet
- **Shift + Arrow Keys** Extends the selection by one cell in that direction
- **Shift + Home** Extends the selection to the first column
- **Shift + Page Down** Extends the selection down one screen
- **Shift + Page Up** Extends the selection up one screen
- **End + Shift + Arrow Keys** Extends the selection to the next non-blank cell in that direction
- **End + Shift + End** Extends the selection to the last cell in the current row*
- **End + Shift + Home** Extends the selection to last used cell on the worksheet
- **Alt + '** Displays the Style dialog box
- **Ctrl + Shift + (' or)** Applies the Time format "hh:mm" to the selection
- **Ctrl + Shift + (1 or !)** Applies the Comma separated format "#,##0.00" to the selection
- **Ctrl + Shift + (4 or $)** Applies the Currency format "£#,##0.00" to the selection
- **Ctrl + Shift + (5 or %)** Applies the Percentage format "0%" to the selection
- **Ctrl + Shift + (6 or ^)** Applies the Exponential format "#,##E+02" to the selection
- **Ctrl + Shift + (# or ~)** Applies the General format to the selection
- **Ctrl + (# or ~)** Applies the Custom Date format "dd-mmm-yy" to the selection
- **Ctrl + Shift + (7 or &)** Applies the outline border to the selection
- **Ctrl + Shift + (- or _)** Removes all the borders from the selection
- **Arrow Keys** Moves to the next cell in that direction
- **Ctrl + Tab** Moves to the next open workbook or window
- **Alt + Tab** Moves to the next application open on your computer
- **Alt + Shift + Tab** Moves to the previous application open on your computer
- **Enter** Moves to the cell directly below
- **Tab** Moves to the next cell on the right (or unprotected cell)
- **Home** Moves to the first column in the current row
- **End + Arrow Keys** Moves to the next non empty cell in that direction
- **End + Enter** Moves to the last cell in the current row that is not blank
- **End + Home** Moves to the last used cell on the active worksheet*
- **End + Home** Moves to the last used cell on the active worksheet*
- **Page Down** Moves to the next screen of rows down

- **Page Up** Moves to the previous screen of rows up
- **Shift + Enter** Moves to the cell directly above (opposite direction to Enter)
- **Shift + Tab** Moves to the cell directly to the left (opposite direction to Tab)
- **Alt + Page Down** Moves you one screen of columns to the right
- **Alt + Page Up** Moves you one screen of columns to the left
- **Ctrl + Home** Moves to cell "A1" on the active sheet
- **Ctrl + End** Moves to the last used cell on the active worksheet*
- **Ctrl + Up Arrow** Moves to the first row in the current region
- **Ctrl + Down Arrow** Moves to the last row in the current region
- **Ctrl + Left Arrow** Moves to the first column in the current region
- **Ctrl + Right Arrow** Moves to the last column in the current region
- **Ctrl + Page Up** Moves to the previous worksheet in the workbook
- **Ctrl + Page Down** Moves to the next worksheet in the workbook
- **Ctrl + Shift + Tab** Moves to the previous open workbook or window
- **Scroll Lock + Arrow Keys** Moves the workbook or window one cell the corresponding direction

- **Scroll Lock + End** Moves to the last cell in the current window
- **Scroll Lock + Home** Moves to the first cell in the current window
- **Scroll Lock + Page Down** Moves you down one screen (current selection unchanged
- **Scroll Lock + Page Up** Moves you up one screen (current selection unchanged)
- **Enter** Moves from top to bottom within a selection
- **Tab** Moves from left to right within a selection
- **Ctrl + .** Moves clockwise to the next corner within a selection
- **Shift + Tab** Moves from right to left within a selection (opposite direction to Tab)
- **Alt + Ctrl + Left** Arrow Moves to the left between non adjacent cells in a selection
- **Alt + Ctrl + Right** Arrow Moves to the right between non adjacent cells in a selection
- **=** Starts a Formula
- **Ctrl + `** Toggles between the value layer and the formula layer
- **Ctrl + Insert** Copies the current selection to the clipboard
- **Ctrl + Shift + (** Unhides any hidden rows within the selection
- **Ctrl + Shift +)** Unhides any hidden columns within the selection
- **Ctrl + Shift + ₩** Select unequal cells

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NOTES GALLERY