

EXCEL ALL SHORTCUT KEYS

SHORTCUT WITH ALT KEYS

ALT+F1	INSERT CHART
ALT+F2	SAVE AS
ALT+F4	EXIT
ALT+F8	MACRO DIALOG BOX
ALT+F11	VISUAL BASIC EDITOR
ALT+TAB	CYCLE APPLICATIONS
ALT +=	AUTOSUM
ALT + '	FORMAT STYLE DIALOG BOX
INSERT	TOGGLE INSERT MODE
DELETE	DELETE
HOME	MOVE TO BEGINNING OF LINE
END	MOVE TO END OF LINE
PAGE UP	PAGE UP
PAGE DOWN	PAGE DOWN
LEFT ARROW	LEFT
RIGHT ARROW	RIGHT
UP ARROW	UP
DOWN ARROW	DOWN
TAB	INDENT
ENTER	NEXT CELL
BACKSPACE	DELETE PREV CHAR

A TO Z EXCEL SHORTCUT

CTRL + A	SELECT ALL CELL
CTRL + B	BOLD
CTRL + C	COPY
CTRL + D	FILL DOWN
CTRL + E	FLASH FILL
CTRL + F	FIND
CTRL + G	GO TO SPECIAL
CTRL + H	FIND & REPLACE
CTRL + I	ITALIC TEXT
CTRL + J	NA
CTRL + K	INSERT HYPERLINK
CTRL + L	CREATE TABLE
CTRL + M	NA
CTRL + N	NEW WORKBOOK
CTRL + O	OPEN FILE
CTRL + P	PRINT
CTRL + Q	DATA ANALYSIS TOOL
CTRL + R	FILL DUPLICATE RIGHT
CTRL + S	SAVE WORKBOOK
CTRL + T	CREATE TABLE
CTRL + U	UNDERLINE TEXT
CTRL + V	PASTE
CTRL + W	CLOSE WORKBOOK
CTRL + X	CUT
CTRL + Y	REDO
CTRL + Z	UNDO
CTRL + 0	HIDE COLUMNS
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 + -	DELETE
CTRL + +	INSERT
CTRL + `	TOGGLE VALUE/FORMULA DISPLAY

FUNCTION KEY SHORTCUTS

F1	HELP
F2	EDIT
F3	PASTE NAME
F4	REPEAT LAST ACTION
F5	GOTO
F6	NEXT PANE
F7	SPELL CHECK
F8	EXTEND MODE
F9	RECALCULATE ALL WORKBOOKS
F10	ACTIVATE MENU BAR
F11	NEW CHART
F12	SAVE AS
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
SHIFT+TAB	TO MOVE TO THE PREVIOUS CELL
TAB	TO MOVE TO THE NEXT CELL
CTRL + ;	TO INSERT THE CURRENT DATE

SHORTCUT WITH ALT & CTRL KEYS

ALT+A	GO TO THE DATA TAB
ALT+F	OPEN THE FILE MENU
ALT+H	GO TO THE HOME TAB
ALT+M	GO TO THE FORMULA TAB
ALT+N	GO TO THE INSERT TAB
ALT+P	GO TO THE PAGE LAYOUT TAB
ALT+W	GO TO THE VIEW TAB
ALT+H, A, C	CENTER ALIGN CELL CONTENTS
ALT+H, D, C	DELETE COLUMN
ALT+H, H	CHOOSE A FILL COLOR
CTRL + END	GO TO THE END OF A DOCUMENT
CTRL+SHIFT+>	INCREASE SELECTED FONT +1
SHIFT + INS	PASTE THE SELECTED ITEM
CTRL+SHIFT+F	CHANGE THE FONT
CTRL + INS	COPY THE SELECTED ITEM
CTRL + DEL	CUT SELECTED ITEM

SHORTCUT WITH CTRL KEYS

CTRL+F3	NAME MANAGER
CTRL+F4	CLOSE
CTRL+F5	RESTORE DOWN
CTRL+F8	MINIMIZE WINDOW
CTRL+F10	RESTORE DOWN / MAXIMIZE WINDOW
CTRL+F11	INSET 4.0 MACRO SHEET
CTRL+F12	OPEN FILE
CTRL+SPACE	TO SELECT THE ENTIRE COLUMN
CTRL+SHIFT+9	TO UNHIDE SELECTED ROW
SHIFT + SPACE	TO SELECT THE ENTIRE ROW
CTRL+ENTER	LINE BREAK

GOOGLE SHEET ALL SHORTCUT KEYS

SHORTCUTS KEY WITH ALT

ALT + D	Data menu
ALT + E	Edit menu
ALT + F	File menu
ALT + I	Insert menu
ALT + M	Forms menu
ALT + O	Format menu
ALT + T	Tools menu
ALT + V	View menu
ALT + N	Add-ons menu
ALT + H	Help menu
ALT + A	Accessibility menu
SHIFT+F1	Show/hide formula help
F1	Full/compact formula help
F4	Absolute/relative references

SHORTCUTS KEY WITH (ALT + SHIFT)

ALT+SHIFT+1	Apply top border
ALT+SHIFT+2	Apply right border
ALT+SHIFT+3	Apply bottom border
ALT+SHIFT+4	Apply left border
ALT+SHIFT+5	Strikethrough
ALT+SHIFT+6	Remove borders
ALT+SHIFT+7	Apply outer border
ALT+SHIFT+K	Display list of sheets
ALT+SHIFT+X	Open Explore
ALT+SHIFT+Q	Move to quicksum
ALT+UP ARROW	Move to previous sheet

SHORTCUTS KEY WITH (CTRL + SHIFT)

CTRL+SHIFT+1	Format as decimal
CTRL+SHIFT+2	Format as time
CTRL+SHIFT+3	Format as date
CTRL+SHIFT+4	Format as currency
CTRL+SHIFT+5	Format as percentage
CTRL+SHIFT+6	Format as exponent
CTRL+SHIFT+;	Insert time
CTRL+SHIFT+V	Paste values only
CTRL+SHIFT+F	Compact controls
CTRL+SHIFT+E	Center align
CTRL+SHIFT+K	Input tools on/off

BASIC SHORTCUT (CTRL KEY)

CTRL + A	Select all
CTRL + B	Bold
CTRL + C	Copy
CTRL + D	Copy
CTRL + E	Expand array formula
CTRL + F	Search the sheet's contents
CTRL + H	Find & Replace
CTRL + I	Italic
CTRL + K	Hyperlink
CTRL + O	Open Google Drive
CTRL + P	Print
CTRL + R	Fill Right Value
CTRL + S	Manually saves changes
CTRL + U	Underline
CTRL + V	Paste
CTRL + X	Cut
CTRL + Y	Redo
CTRL + Z	Undo
CTRL + ;	Insert the current date
CTRL + \	Remove all formatting
CTRL + ~	Reveal all formulas in the sheet
ALT + /	Search through all menu bar
CTRL + /	Clear formatting
END	Move to end of row
HOME	Move to beginning of row
R	Reply to current comment
J	Move to next comment
K	Move to previous comment
E	Resolve current comment
U	Exit current comment
CTRL+END	Move to end of sheet
SHIFT+ESC	Close drawing editor
CTRL + UP	Resize formula bar
SHIFT + F11	Insert new sheet
SHIFT + ESC	Close drawing editor
SHIFT + F2	Insert/edit note
ALT+ENTER	Open Hyperlink
SHIFT + F2	Insert Note
SHIFT + F1	Show/hide formula help

MAC A TO Z SHORTCUT KEY

⌘ + B	Bold
⌘ + U	Underline
⌘ + I	Italic
⌘ + K	Insert link
⌘ + F	Find
⌘ + D	Fill down
⌘ + R	Fill right
⌘ + S	Save
⌘ + O	Open
⌘ + P	Print
⌘ + C	Copy
⌘ + V	Paste
⌘ + X	Cut
⌘ + Y	Redo
⌘ + Z	Undo
⌘ + /	Show common keyboard
⌘ + \	Clear formatting
⌘ + ;	Insert date
OPTION + /	Search the menus
⌘ + ENTER	Fill range
⌘ + SHIFT + V	Paste values only
⌘ + SHIFT + F	Compact controls
⌘ + SHIFT + H	Find and replace
⌘ + SHIFT + E	Center align
⌘ + SHIFT + R	Right align
⌘ + SHIFT + Z	Redo

MAC FORMATTING SHORTCUTS

OPTION+SHIFT+1	Apply top border
OPTION+SHIFT+2	Apply right border
OPTION+SHIFT+3	Apply bottom border
OPTION+SHIFT+4	Apply left border
OPTION+SHIFT+6	Remove borders
OPTION+SHIFT+7	Apply outer border
⌘ + BACKSPACE	Scroll to active cell
OPTION + ENTER	Open hyperlink
⌘ + OPTION + M	Insert/edit comment
⌘ + OPTION + =	Open insert menu
⌘ + OPTION + -	Open delete menu

MS WORD ALL SHORTCUT KEYS

CTRL+SHIFT ALL SHORTCUT

CTRL+SHIFT+A	UPPERCASE
CTRL+SHIFT+B	BOLD
CTRL+SHIFT+C	FORMAT COPY
CTRL+SHIFT+D	DOUBLE UNDERLINE
CTRL+SHIFT+E	TRACK CHANGES
CTRL+SHIFT+F	FONT DIALOGUE BOX
CTRL+SHIFT+G	WORD COUNT
CTRL+SHIFT+H	HIDE SELECTED TEXT
CTRL+SHIFT+I	ITALIC
CTRL+SHIFT+J	FULLY JUSTIFY
CTRL+SHIFT+K	UPPER CASE
CTRL+SHIFT+L	BULLET
CTRL+SHIFT+N	CLEAR ALL FORMATING
CTRL+SHIFT+O	RESEARCH (SEARCH ABOUT SELECTED TEXT)
CTRL+SHIFT+P	FONT DIALOGUE BOX
CTRL+SHIFT+Q	TEXT CONVERT TO SYMBOL FONT
CTRL+SHIFT+S	APPLY STYLE DIALOGUE BOX
CTRL+SHIFT+U	UNDERLINE
CTRL+SHIFT+V	FORMAT PASTE
CTRL+SHIFT+W	UNDERLINE ONLY TEXT
CTRL+SHIFT+Z	CLEAR FORMATING

ALT+CTRL ALL SHORTCUT

ALT+CTRL+C	COPYRIGHT
ALT+CTRL+D	INSERT ENDNOTE
ALT+CTRL+E	€ SIGN
ALT+CTRL+F	FOOTNOTE
ALT+CTRL+H	TEXT HIGHLIGHT COLOR
ALT+CTRL+J	PRINT
ALT+CTRL+L	NUMBER
ALT+CTRL+M	INSERT COMMENT
ALT+CTRL+N	DRAFT VIEW
ALT+CTRL+O	OUTLINE VIEW
ALT+CTRL+P	PRINT LAYOUT
ALT+CTRL+R	REGISTERED SIGN
ALT+CTRL+S	SPLIT WINDOW
ALT+CTRL+T	TRADEMARK
ALT+CTRL+V	PASTE SPECIAL DIALOGUE BOX
ALT+F	OPEN THE FILE PAGE TO USE BACKSTAGE VIEW

A TO Z WORD SHORTCUT

CTRL + A	SELECT ALL
CTRL + B	BOLD
CTRL + C	COPY
CTRL + D	DEFAULT FONT SET
CTRL + E	CENTER
CTRL + F	FIND
CTRL + G	GO TO
CTRL + H	REPLACE
CTRL + I	ITALIC
CTRL + J	JUSTIFY
CTRL + K	HYPERLINK
CTRL + L	ALIGN TEXT LEFT
CTRL + M	HANGING INDENT
CTRL + N	NEW DOCUMENT
CTRL + O	OPEN
CTRL + P	PRINT
CTRL + Q	ADD SPACE PARAGRAPH
CTRL + R	ALIGN TEXT TO RIGHT
CTRL + S	SAVE
CTRL + T	LEFT INDENT
CTRL + U	UNDERLINE
CTRL + V	PASTE
CTRL + W	CLOSE
CTRL + X	CUT
CTRL + Y	REPEAT / REDO
CTRL + Z	UNDO
CTRL + 0	HIDE COLUMNS
CTRL + 1	SINGLE-SPACE LINES
CTRL + 2	DOUBLE-SPACE LINES
CTRL + 5	1.5-LINE SPACING
CTRL +]	INCREASE SELECTED FONT +1
CTRL + [DECREASE SELECTED FONT -1
CTRL + =	APPLY SUBSCRIPT FORMATTING
CTRL + F1	APPLY SUBSCRIPT FORMATTING
CTRL + F3	CUT SELECTED CONTENT TO SPIKE
CTRL + F4	CLOSE THE ACTIVE WINDOW
CTRL + >	INCREASE FONT SIZE
CTRL + <	DECREASE FONT SIZE
CTRL + END	GO TO PAGE LAST

MISCELLANEOUS SHORTCUT

F1	HELP
F2	MOVE TO WHERE
F4	REDO
F5	GO TO
F6	HIGHLIGHT STATUS BAR
F7	SPELLING AND GRAMMER CHECK
F10	ACTIVE BAR AND MENU TAB
F12	SAVE AS
SHIFT + F1	REVEAL FORMATTING
SHIFT + F2	COPY TO WHERE?
SHIFT + F3	UPPER CASE, LOWER CASE, SENTENCE CASE
SHIFT + F4	CURSOR MOVE WHERE PARAGRAPH STARTING
SHIFT + F5	CURSOR MOVE WHERE LAST CHANGES
SHIFT + F6	TAB SELECTED COMMAND ACTIVATED
SHIFT + F7	THESAURUS
SHIFT + F10	RIGHT CLICK MENU
SHIFT + F12	SAVE AS
CTRL + F1	COLLAPSE THE RIBBON
CTRL + F2	PRINT PREVIEW
CTRL + F3	HIDE TEXT
CTRL + F4	CLOSE WINDOW
CTRL + F9	CURLY BRACKET (())
CTRL + F10	RESTORE TO MAXIMIZE AND MAXIMIZE TO RESTORE
CTRL + F12	OPEN DIALOGUE BOX
CTRL + DEL	ONE WORD DELETE TO RIGHT SIDE
CTRL+INSERT	COPY TEXT

ALT+SHIFT ALL SHORTCUT

ALT+SHIFT+D	DATE FORMAT
ALT+SHIFT+G	GO TO DESIGN TAB
ALT+SHIFT+H	HOME TAB
ALT+SHIFT+I	MARK CITATION
ALT+SHIFT+O	MARK TABLE OF CONTENTS ENTRY
ALT+SHIFT+P	(PAGE)
ALT+SHIFT+Q	TELL ME WHAT YOU WANT
ALT+SHIFT+S	REFERENCES TAB
ALT+SHIFT+T	TIME FORMAT
ALT+SHIFT+W	VIEW TAB SELECT
ALT+SHIFT+X	MARK INDEX ENTRY

COMPUTER ALL SHORTCUT KEYS

BASIC SHORTCUT KEYS

CTRL + +	ZOOM IN
CTRL + -	ZOOM OUT
CTRL + 0	ZOOM TO FIT
CTRL + A	SELECT ALL
CTRL + B	BOLD
CTRL + C	COPY
CTRL + E	EXPAND ALL TIMELINE GROUPS
CTRL + H	OPEN HISTORY
CTRL + W	CLOSE PANEL
CTRL + X	CUT
ALT + A	OPEN/CLOSE LAYOUTS
ALT + C	COPIES A VERSE WHEN THE CBV PANEL IS OPEN
ALT + D	GO TO COMMAND BOX
ALT + F	OPEN/CLOSE DOCUMENTS MENU
ALT + G	OPEN/CLOSE GUIDES MENU
ALT + H	OPEN/CLOSE HOME PAGE
ALT + L	OPEN/CLOSE LIBRARY
ALT + P	OPEN HELP MENU
ALT + S	OPEN SEARCH PANEL
ALT + T	OPEN/CLOSE TOOLS MENU
ALT + -	ACTIVATE PANEL MENU

OUTLOOK SHORTCUT KEY

CTRL + B	APPLY BOLD FORMATTING
CTRL + C	COPY YOUR SELECTION TO THE CLIPBOARD
CTRL + F	FORWARD MESSAGE
CTRL + I	APPLY ITALIC FORMATTING
CTRL + K	INSERT A HYPERLINK
CTRL + L	CREATE A CONTACT LIST
CTRL + N	CREATE A NEW MESSAGE OR CALENDAR EVENT
CTRL + R	REPLY TO EMAIL MESSAGE
CTRL + X	CUT TEXT YOU SELECTED
CTRL + Y	REPEAT THE MOST RECENT ACTION
CTRL + Z	REVERSE THE MOST RECENT ACTION
DELETE	DELETE THE SELECTED ITEM
ENTER	OPEN THE SELECTED ITEM
SHIFT+E	EDIT A CONTACT OR CONTACT LIST
ALT+H	MOVE THE FOCUS TO THE HOME TAB
ALT+V	MOVE THE FOCUS TO THE VIEW TAB

MS-WORD SHORTCUT

CTRL + A	SELECT ALL
CTRL + B	BOLD
CTRL + C	COPY
CTRL + D	DEFAULT FONT SET
CTRL + E	CENTER
CTRL + F	FIND
CTRL + G	GO TO
CTRL + H	REPLACE
CTRL + I	ITALIC
CTRL + J	JUSTIFY
CTRL + K	HYPERLINK
CTRL + L	ALIGN TEXT LEFT
CTRL + M	HANGING INDENT
CTRL + N	NEW DOCUMENT
CTRL + O	OPEN
CTRL + P	PRINT
CTRL + Q	ADD SPACE PARAGRAPH
CTRL + R	ALIGN TEXT TO RIGHT
CTRL + S	SAVE
CTRL + T	LEFT INDENT
CTRL + U	UNDERLINE
CTRL + V	PASTE
CTRL + W	CLOSE
CTRL + X	CUT
CTRL + Y	REPEAT / REDO
CTRL + Z	UNDO
CTRL + 0	HIDE COLUMNS
CTRL + 1	SINGLE-SPACE LINES
CTRL + 2	DOUBLE-SPACE LINES
CTRL + 5	1.5-LINE SPACING
CTRL +]	INCREASE SELECTED FONT +1
CTRL + [DECREASE SELECTED FONT -1
CTRL + =	APPLY SUBSCRIPT FORMATTING
CTRL + F1	APPLY SUBSCRIPT FORMATTING
CTRL + F3	CUT SELECTED CONTENT TO SPIKE
CTRL + F4	CLOSE THE ACTIVE WINDOW
CTRL + >	INCREASE FONT SIZE
CTRL + <	DECREASE FONT SIZE
CTRL + END	GO TO PAGE LAST

MS-EXCEL SHORTCUT

CTRL + A	SELECT ALL CELL
CTRL + B	BOLD
CTRL + C	COPY
CTRL + D	FILL DOWN
CTRL + E	FLASH FILL
CTRL + F	FIND
CTRL + G	GO TO SPECIAL
CTRL + H	FIND & REPLACE
CTRL + I	ITALIC
CTRL + J	NA
CTRL + K	INSERT HYPERLINK
CTRL + L	CREATE TABLE
CTRL + M	NA
CTRL + N	NEW WORKBOOK
CTRL + O	OPEN FILE
CTRL + P	PRINT
CTRL + Q	DATA ANALYSIS TOOL
CTRL + R	FILL DUPLICATE RIGHT
CTRL + S	SAVE WORKBOOK
CTRL + T	CREATE TABLE
CTRL + U	UNDERLINE TEXT
CTRL + V	PASTE
CTRL + W	CLOSE WORKBOOK
CTRL + X	CUT
CTRL + Y	REDO
CTRL + Z	UNDO

DAILY USES SHORTCUT KEY

CTRL + O	OPEN A FILE IN THE CURRENT SOFTWARE
CTRL + A	SELECT ALL TEXT
CTRL + B	CHANGE SELECTED TEXT TO BE BOLD
CTRL + I	CHANGE SELECTED TEXT TO BE IN ITALICS
CTRL + U	CHANGE SELECTED TEXT TO BE UNDERLINED
CTRL + S	SAVE CURRENT DOCUMENT FILE
CTRL + C	COPY SELECTED ITEM
CTRL + V	PASTE
CTRL + K	INSERT HYPERLINK FOR THE SELECTED TEXT
CTRL + X	CUT SELECTED ITEM
CTRL+ESC	OPEN THE START MENU