



SHORTCUTS

esther_d_dataanalyst

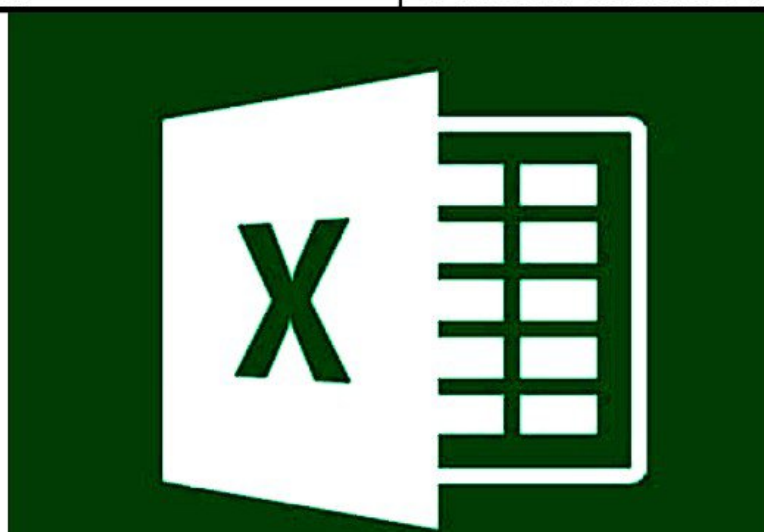
Ctrl + X	Cut
Ctrl + C esther_d_dataanalyst	Copy
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + B	Bold
Ctrl + I	Italics
Ctrl + S	Save
F12	Save As
F2	Edit a cell



F5	Display GO TO box
Alt = esther_d_dataanalyst	Autosum
Ctrl + F	Find
Ctrl + H	Replace
F2 + Ctrl + Enter	Fill the selected cells
Ctrl + D	Fill down
Ctrl + R	Fill right
Shift + 11	Insert a new worksheet
Alt + E + L / Alt + H + D + S	Delete a worksheet
Alt + O + H + R	Rename a worksheet



Ctrl + N	Insert a new workbook
Ctrl + O <code>esther_d_dataanalyst</code>	Open a workbook
Alt + Enter	Insert a new line within a cell
Ctrl + F2	Open Print Preview
Alt + E + S + V	Paste the result of a formula
Alt + E + S + T	Paste formats
Ctrl + Pg Up/Down	Move to previous/next sheet
Ctrl + Tab	Switch between workbooks
Ctrl + ~	Show/hide formulas in cells
Ctrl + Spacebar Shift + Spacebar	Select entire column Select entire row



Ctrl + *	Select current range
Ctrl + A esther_d_dataanalyst	Select all data in an entire worksheet
Ctrl + 0	Hide a column
Ctrl + Shift + 9	Unhide a column
Alt + N + V +T	Insert pivot table
Ctrl +1	Format cells
Ctrl + %	Apply percentage format
Ctrl + ;	Today's date
Ctrl + Shift + ;	Today's time
Ctrl + ' F7	Copy formula above Spell Check

