



Harry
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Excel shortCuts



Swipe →

General

F1= Open help

F4= Repeat last action

F7= Run spellcheck

F11= Insert chart in new sheet

Alt= Snap to grid

Alt + F1= Insert embedded chat

Alt + F8= Open macro dialog box

Alt + F11= Open VBA Editor

Alt + '= Open Modify Cell Style

Alt + ↓ = Activate filter

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Alt + C = Clear select filter

Alt Space= Display control menu

Ctrl + Z= Undo last action

Ctrl + Y= Redo last action

Ctrl + C= Copy selection

Ctrl + X= Cut selection Ctrl + V= Paste content

Ctrl + F= Display Find and Replace(Find Tab)

Ctrl + H= Display Find and Replace(Replace Tab)

Ctrl + T= Create table

Ctrl + A= Select table

Ctrl + D= Duplicate object

Ctrl + 6= Hide or show objects

Ctrl + Alt + V= Display the Paste

Ctrl + Shift + L= Toggle Autofilter

General - Continued

Ctrl + Space= Select table column

Ctrl + Shift + F4= Find previous match (after initial Find)

Shift + F4= Find next match (after initial Find)

Shift + F7= Open Thesaurus

Shift + F10= Show right-click menu

Shift + Space= Select table row

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Worksheet

Shift + F11= Insert new worksheet

Ctrl + PgDn= Go to next worksheet

Ctrl + PgUp= Go to previous worksheet

Alt + O, H R= Rename current worksheet

Alt + E, L= Delete current worksheet

Alt + E, M= Move current worksheet

ScrLk= Toggle scroll lock

Ctrl + Shift + F1= Toggle full screen

Ctrl + P= Print

Alt + P, R S= Set print area

Alt + P, R C= Clear print area

Alt + R, P S= Protect sheet

Workbook

Ctrl + N= Create new workbook

Ctrl + O= Open workbook

Ctrl + S= Save workbook

F12= Save as

Ctrl + Tab= Go to next workbook

Ctrl + Shift + Tab= Go to previous workbook

Ctrl + F9= Minimize

Ctrl + F10= Maximize

Alt + R, P W= Protect workbook

Ctrl + F4= Close current workbook

Alt + F4= Close Excel

Ctrl + F1= Expand or collapse ribbon

Alt = Activate access keys

→ ← ↑ ↓= Move through Ribbon tabs and groups

Space OR Center= Open selected control

Enter= Confirm control change

F1= Get help on selected control

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Drag and Drop

Drag= Drag and cut

Ctrl + Drag= Drag and copy

Shift + Drag= Drag and insert

Ctrl + Shift + Drag= Drag and insert copy

Alt + Drag= Drag to worksheet

Ctrl + Drag= Drag to duplicate worksheet

Navigation

→ = Move one cell right

← = Move one cell left

↑ = Move one cell up

↓ = Move one cell down

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Alt + PgUp= Move one screen left

Alt + PgDn= Move one screen right

PgUp= Move one screen up

PgDn= Move one screen down

Ctrl + → = Move to right edge of data

Ctrl + ← = Move to left edge of data

Ctrl + ↑ = Move to top edge of data

Ctrl + ↓ = Move to bottom edge of data

Home= Move to beginning of row

Ctrl + Home= Move to first cell in worksheet

End= Turn End mode on

Ctrl + End= Move to last cell in worksheet that contains data

Selection

Shift + Space = Select entire row

Ctrl + Space = Select entire column

Ctrl + A = Select current region

Shift + Click = Expand selection

Esc = Exit 'Add to Selection' mode

Selection - Continued

Ctrl + Click= Add non-adjacent cells to selection

Ctrl + Alt + → = Move right between non-adjacent selections

Ctrl + Alt + ← = Move left between non-adjacent selections

Shift + F8= Toggle 'Add to Selection' mode

Shift + → = Extend selection right

Shift + ← = Extend selection left

Shift + ↑ = Extend selection up

Shift + ↓ = Extend selection down

Shift + PgUp= Extend selection up one screen

Shift + PgDn= Extend selection down one screen

Alt + Shift + PgUp= Extend selection right one screen

Alt + Shift + PgDn= Extend selection left one screen

Shift + Home= Extend selection to start of row(s)

Ctrl + Shift + Home= Extend selection to first cell in worksheet

Ctrl + Shift + End= Extend selection to last cell in worksheet

F8= Toggle 'Extend Selection' mode

Active Cell

Shift + Backspace = Select active cell

Ctrl + Backspace = Show the active cell on worksheet

Ctrl + . = Move active cell clockwise to corners of selection

Enter = Move active cell down in selection - wrap to next column

Shift + Enter = Move active cell up in selection - wrap to previous column **05**

Tab = Move active cell right in a selection - wrap to next row

Shift + Tab = Move active cell left in a selection - wrap to previous row

Select Special

Ctrl + G OR F5 = Display 'Go To' dialog box

Ctrl + Shift + O = Select cells with comments

Ctrl + Shift + * = Select current region around active cell

Ctrl + A = Select current region

Ctrl + [= Select direct precedents

Ctrl + Shift + { = Select all precedents

Ctrl +] = Select direct dependents

Ctrl + Shift + } = Select all dependents

Alt + : = Select visible cells only

Formatting

Ctrl + 1 = Format cells

Ctrl + Shift + F = Display Format Cells

Ctrl + B = Apply or remove bold

Ctrl + I = Apply or remove italics

Ctrl + U = Apply or remove underscore

Ctrl + 5 = Apply or remove strikethrough

Cell Edit Mode

F2 = Edit the active cell

Shift + F2 = Insert or edit comment

Shift + F10, M = Delete comment

Esc = Cancel editing

Shift + → = Select one character right

Shift + ← = Select one character left

Ctrl + → = Move one word right

Ctrl + ← = Move one word left

Ctrl + Shift + → = Select one word right

Ctrl + Shift + ← = Select one word left

Shift + Home = Select to beginning of cell

Shift + End = Select to end of cell

Ctrl + Delete = Delete to end of line

Backspace = Delete character to left

Delete = Delete character to right

Alt + Enter = Start a new line in the same cell

Entering Data

Enter = Enter data and move down

Shift + Enter = Enter data and move up

Tab = Enter data and move right

Entering Data - Continued

Shift + Tab	= Enter data and move left
Ctrl + Enter	= Enter data and stay in same cell
Enter	= Enter same data in multiple cells
Ctrl + ;	= Insert current date
Ctrl + Shift + :	= Insert current time
Ctrl + D	= Fill down from cell above
Ctrl + R	= Fill right from cell on left
Ctrl + '	= Copy formula from cell above
Ctrl + Shift + "	= Copy value from cell above
Ctrl + K	= Insert hyperlink
Alt + ↓	= Display AutoComplete list
Ctrl + E	= Flash fill

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Number Formatting

Ctrl + Shift + - = Apply general format

Ctrl + Shift + ! = Apply number format

Ctrl + Shift + @ = Apply time format

Ctrl + Shift + # = Apply date format

Ctrl + Shift + \$ = Apply currency format

Ctrl + Shift + % = Apply percentage format

Ctrl + Shift + ^ = Apply scientific format

Formatting - Continued

Alt + H, AC = Align center

Alt + H, AL = Align left

Alt + H, AR = Align right

Alt + H, 6 = Indent

Alt + H, 5 = Remove indent

Alt + H, AT = Wrap text

Alt + H, AM = Align top

Alt + H, FG = Increase font size one step

Alt + H, FK = Decrease font size one step

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Pivot Tables

Alt + N, V = Create pivot table

Ctrl + A = Select entire pivot table

Alt + Shift + → = Group pivot table items

Alt + Shift + ← = Ungroup pivot table items

Ctrl + - = Hide pivot table item

Alt + H, SC = Unhide pivot table item

Alt + N, SZC = Insert pivot chart

Ctrl + 1 = Format cells

Ctrl + Shift + F = Display Format Cells

Ctrl + B = Apply or remove bold

Ctrl + I = Apply or remove italics

Ctrl + U = Apply or remove underscore

Ctrl + 5 = Apply or remove strikethrough

Alt + H, AC = Align center

Alt + H, AL = Align left

Alt + H, AR = Align right

Alt + H, 6 = Indent

Alt + H, 5 = Remove indent

Alt + H, AT = Wrap text

Alt + H, AM = Align top

Alt + H, FG = Increase font size one step

Alt + H, FK = Decrease font size one step

Borders

Alt + HB = Open list of border styles

from Ribbon Align center

Ctrl + Shift + & = Add border around

selected cells

Alt + H, BR = Add or remove right border =

Alt + H, BL Add or remove left border = Add

Alt + H, BP or remove top border = Add or

Alt + H, BO remove bottom border = Add all

Alt + H, BA borders to all cells in

selection

Ctrl + Shift + - = Remove borders

Formulas

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= OR + = Begin entering a formula

F4 = Toggle absolute and
relative references

Shift + F3 = Open the Insert Function
Dialog Box

Alt + = = Autosum

Ctrl + ' = Toggle displaying formulas
on and off

Formulas - Continued

Ctrl + Shift + A = Insert function arguments

Ctrl + Shift + Enter = Enter array formula

F9 = Calculate worksheets

Shift + F9 = Calculate active worksheet

Ctrl + Alt + F9 = Force calculate all worksheets

Ctrl + Shift + U = Expand or collapse the
formula bar

Ctrl + A = Display function arguments
dialog box

Ctrl + F3 = Open Name Manager

Ctrl + Shift + F3 = Create name from values in
row(s)/column(s)

F3 = Paste name into formula

Tab = Accept function with auto-
complete

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Rows and Columns

Ctrl + + = Display Insert Dialog box

Ctrl + + = Insert selected number of
rows/columns

Ctrl + - = Display Delete dialog box

Rows and Columns - Continued

Ctrl + - = Delete selected number of rows/columns

Delete = Delete contents of selected cells

Ctrl + 0 = Hide columns

Ctrl + 9 = Hide rows

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Ctrl + Shift + 9 = Unhide rows

Alt + Shift + ➔ = Group rows or columns

Alt + Shift + ← = Ungroup rows or columns

Alt + Shift + ➔ = Open Group Dialog Box

Alt + Shift + ← = Open Ungroup Dialog Box

Ctrl + 8 = Hide or show outline symbols

Pivot Tables

Alt + N,V = Create pivot table = Select

Ctrl + A entire pivot table = Group

Alt + Shift + ➔ pivot table items = Ungroup

Alt + Shift + ← pivot table items = Hide

Ctrl + - pivot table item = Unhide

Alt + H, SC pivot table item = Insert

Alt + N, SZC pivot chart

Dialog Boxes

Tab = Move to next control

Shift + Tab = Move to previous control

Ctrl + Tab = Move to next tab

Ctrl + Shift + Tab = Move to previous tab

Enter = Accept and apply

Space = Check and uncheck box

Esc = Cancel and close the dialog box



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