**Excel pre-preparation content**

**Excel Shortcuts**

CTRL + 9 Hide Row

SHIFT + CTRL + 9 Unhide Row

CTRL + 0 Hide Column

SHIFT + CTRL + 0 Unhide Column

SHIFT + Spacebar Highlight Row

CTRL + Spacebar Highlight Column

SHIFT + CTRL + Plus sign Insert Blank Cells

CTRL + Minus Sign Delete Selected Cells

SHIFT + ALT + Left Arrow Group Rows/Columns

SHIFT + ALT + Right Arrow Ungroup Rows/Columns

Function Key Shortcuts

F2 Edit Cells

F4 Anchor Cells

F7 Spell Check

F12 Save As

SHIFT + F2 Insert a Comment

SHIFT + F8 Add to Selection

SHIFT + F10 Right Click

CTRL + F3 Name a Cell

Windows Flag + D Minimize Programs

Navigation Shortcuts

Arrows Move

CTRL + Arrows Go to End of Continuous Range

SHIFT + Arrows Select A Cell Range

CTRL + SHIFT + Arrows Highlight A Continuous Range

ALT + Tab Switch Programs

CTRL + Pg Up/Down Switch Worksheets

Enter Move below

Shift + Enter Move Up

Home Move to Beginning of Line

CTRL + Home Go to Cell A1

ESC Cancel

Alt + Enter (when in a cell) Add a Line

Formatting Shortcuts

CTRL + 1 Format Box

ALT + E + S + T Copy Format

ALT + H + 0 Increase Decimal

ALT + H + 9 Decrease Decimal

CTRL + SHIFT + 7 Boxing

ALT + O + C + A Fit Column Width

ALT + H + O + R Change Tab Name

ALT + W + F (Un)Split Panes

ALT + W + S (Un)freeze windows

SHIFT + CTRL + # Date Format

SHIFT + CTRL + $ $ Dollar Format

SHIFT + CTRL + % % Percentage Format

ALT + "=" Sum Function

CTRL Shortcuts

CTRL + A Select All

CTRL + B Bold

CTRL + C Copy

CTRL + D Fill Down

CTRL + F Find

CTRL + I Italic

CTRL + N New Workbook

CTRL + O Open

CTRL + P Print

CTRL + R Fill Right

CTRL + S Save Workbook

CTRL + U Underline

CTRL + V Paste

CTRL + W Close Window

CTRL + X Cut

CTRL + Z Undo