

ADVANCED EXCEL SHORTCUTS

ALT + O + C + A = Adjust column width

ALT + E + A + A = Clear all

CTRL + ALT + V = Open paste special

CTRL + 1 = Open format dialogue box

CTRL + 0 = Hide column

CTRL + 9 = Hide row

CTRL + 5 = Strike through

ALT + H + O + R = Rename sheet name

F7 = Spell check

ALT + V + U = Full screen

ALT + T + A = Auto correct options

CTRL + F1 = Hide ribbon

ADVANCED EXCEL SHORTCUTS

SHIFT + CTRL + ; = Current time

SHIFT + ; = Today date

SHIFT + F11 = Insert new sheet

CTRL + SHIFT + = Format to general

CTRL + A = Select All

CTRL + C = Copy

CTRL + X = Cut

CTRL + V = Paste

CTRL + H = Replace

CTRL + B = Bold

CTRL + I = Italics

CTRL + U = Underline

ADVANCED EXCEL SHORTCUTS

CTRL + O = To Open Workbook

CTRL + N = To Create New Worksheet

ALT + F8 = Opens marco dialog box

ALT + + = Auto sum selected cells and places values in cells beneath

CTRL + SHIFT + ! = Comma formats currents cell

CTRI + SHIFT = Removes the outline border from the selected cells

SHIFT + CTRL + F = Activates font drop list

SHIFT + CTRL + P = Activates font point size drop list

CTRL + SHIFT + * = Selects the current region around the active cell

CTRL + SHIFT + : = Enters the current time

CTRL + SHIFT + " = Copies the value from the cell above the active cell into the cell or the formula bar

ADVANCED EXCEL SHORTCUTS

CTRL + F5 = XL ,Restore Window Size

CTRL + F6 = Next Worksheet Window

CTRL + F9 = To Minimize Workbook

CTRL + F11 = To Open VBE

CTRL + 9 = Hides the Selected Rows

CTRL + 0 = Hides the Selected Columns

CTRL + SHIFT + F6 = Previous Workbook Window

CTRL + SHIFT + F1 B = To Open New Worksheet

CTRL + SHIFT + TAB = To Active Previous Worksheet

CTRL + SHIFT + & = Applies the Outline Border To The Selected Cells

ADVANCED EXCEL SHORTCUTS

CTRL + 6 = Alternates Between Hiding Objects , Displaying Objects and Displaying Placeholders

CTRL + 8 = Displays or Hides the Outlines Symbols

CTRL + ; = Insert Current Date

SHIFT + F2 = Edits a cell Comment

CTRL + SHIFT + ~ = Applies the General Number Format

CTRL + SHIFT + \$ = Applies the Currency Format with Two Decimal Places

CTRL + SHIFT + % = Applies the Percentage Format with no Decimal Places

ADVANCED EXCEL SHORTCUTS

F4 = Repeats the last command or action if possible When a cell reference or range is selected in a Formula.F4 cycle through the various combinations of absolute and relative references . CTRL + F4 closes the selected workbook window.

F5 = Displays the go to dialog box CTRL + F5 restores the window size of the selected workbook window.

F6= SHIFT + F6 switches between the worksheet , zoom controls , task panel , and ribbon CTRL + F6 switches to the next workbook window when more than one workbook window is open.

CTRL + " = Copies value from cell above to current cell .

ADVANCED EXCEL SHORTCUTS

F1 = ALT + F1 creates a chart of the data in the current range ALT + SHIFT + F1 insert a new worksheet,

F2= SHIFT + F2 adds or edits a cell comment CTRL + F2 displays the print previews window.

F3 = Displays the paste name dialog box F3 displays the the insert function SHIFT + F3 dialog box.

F4 = During formula typing , adjusts the refer ence type , abs to relative , otherwise rep eats last action

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