

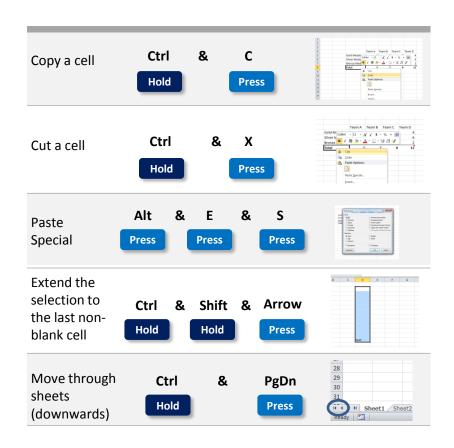


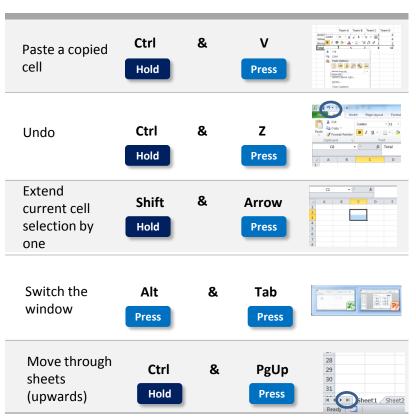
Excel's keyboard shortcuts

Learn some of the most useful keyboard combinations in Excel, and navigate through your worksheets with ease

Basic shortcuts

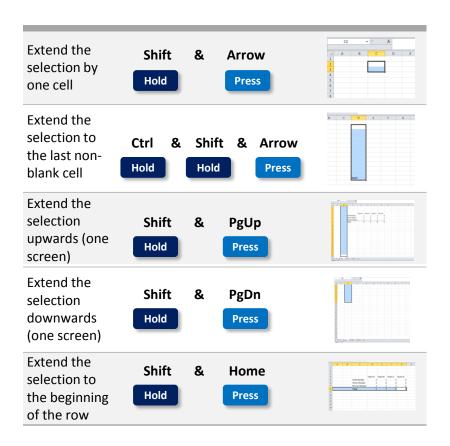


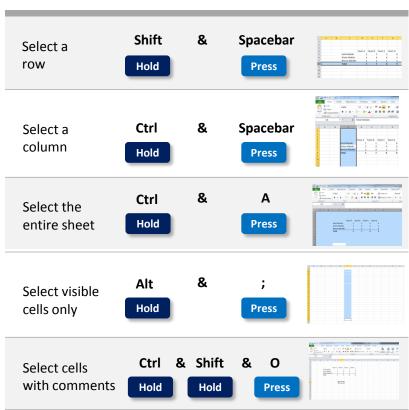




Select an area of cells

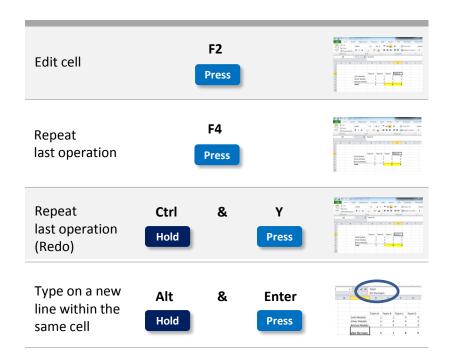


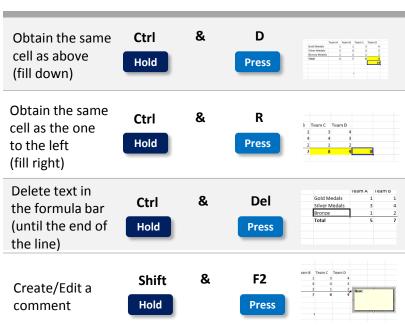




Data entry

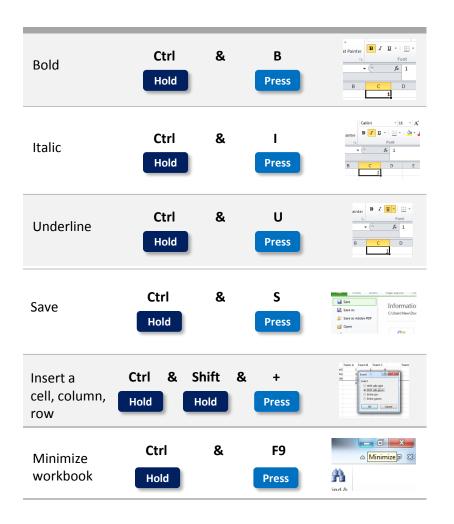


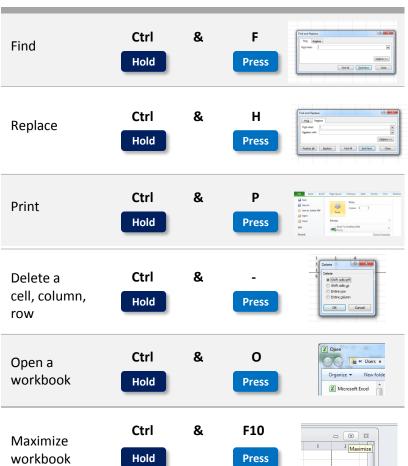




"Ctrl" shortcuts

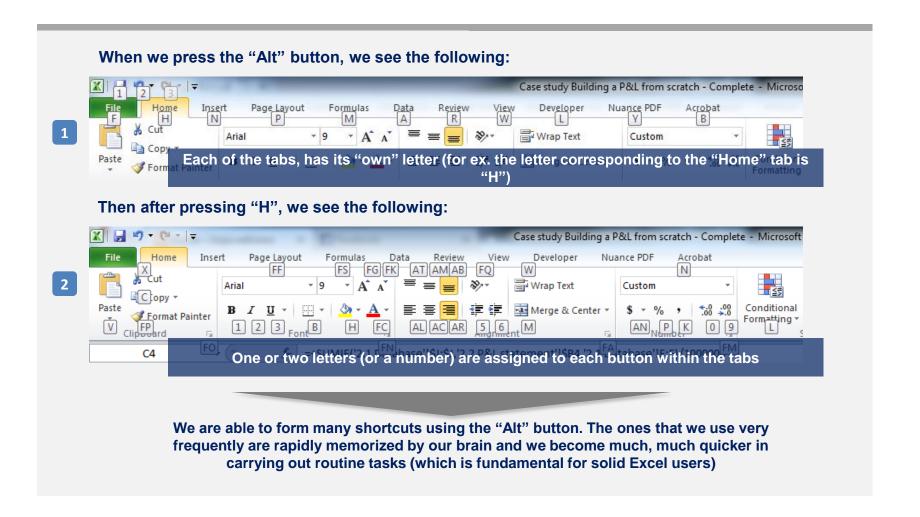






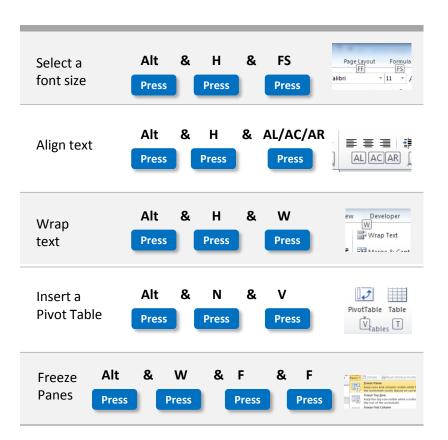
The power of the "Alt" key

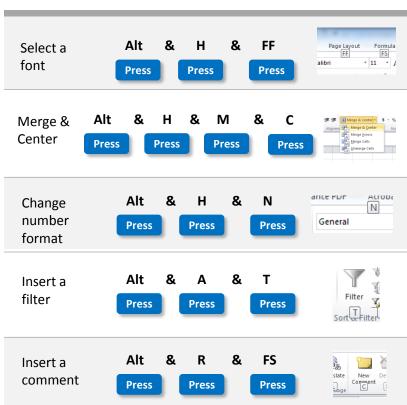




Combinations generated with "Alt"





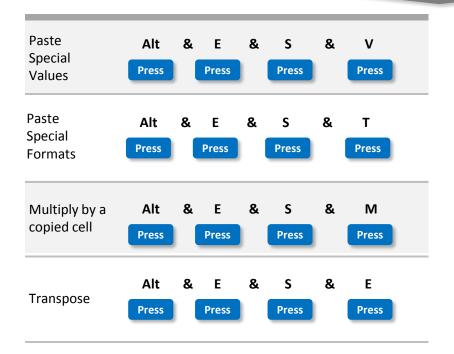


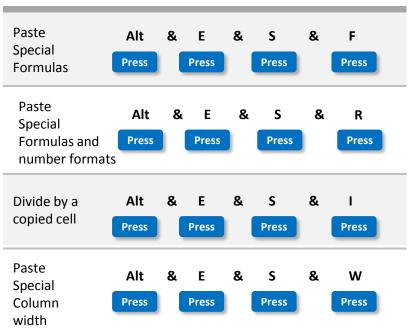
"Paste Special" shortcuts





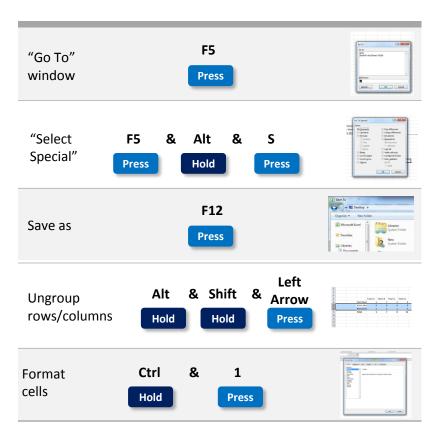


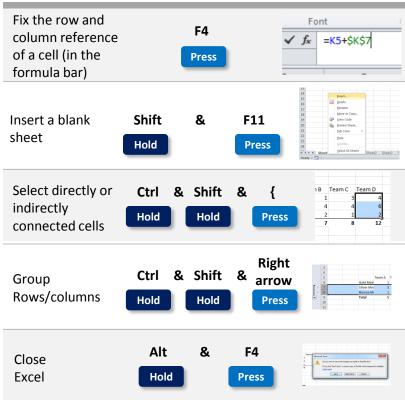




Other shortcuts

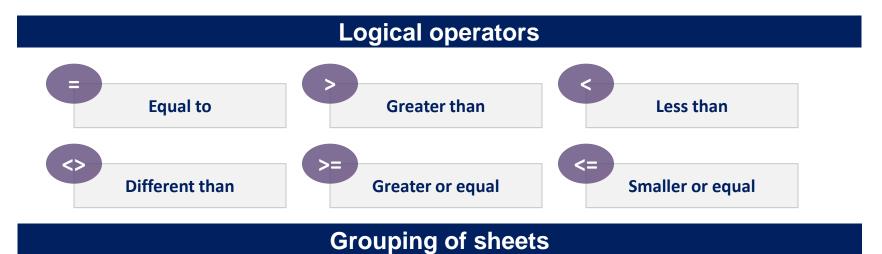






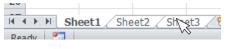
Logical operators and Grouping of sheets

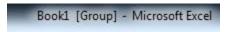




You can group worksheets, if you would like to edit multiple worksheets at the same time. When two or more sheets are grouped, every action that is carried on one of them is carried out at the other as well

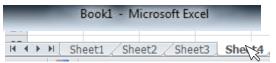






Hold the Shift button and click on the sheets that you would like to be grouped

Once you have grouped the sheets, the title of the workbook would indicate that you are operating in "Group" mode



In order to exit Group mode, you need to go to a sheet which was not included in the Grouping. The "[Group]" sign at the top of the workbook will immediately disappear