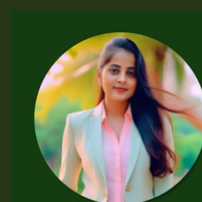


# WIDELY USED EXCEL SHORTCUT COMMANDS

- Ctrl + C: Copy
- Ctrl + X: Cut
- Ctrl + V: Paste
- Ctrl + Z: Undo
- Ctrl + Y: Redo
- Ctrl + S: Save
- Ctrl + P: Print
- Ctrl + A: Select all
- Ctrl + F: Find
- Ctrl + H: Replace



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# WIDELY USED EXCEL SHORTCUT COMMANDS

- Ctrl + B: Bold
- Ctrl + I: Italic
- Ctrl + U: Underline
- Ctrl + 1: Format cells dialog
- Ctrl + 2: Bold
- Ctrl + 3: Italic
- Ctrl + 4: Underline
- Ctrl + 5: Strikethrough
- Ctrl + 6: Show/hide objects
- Ctrl + 7: Show/hide gridlines



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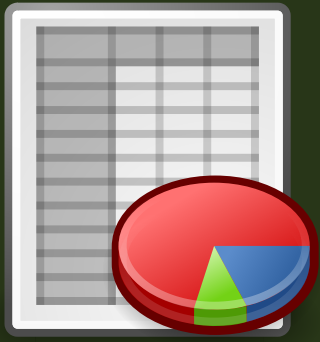


# WIDELY USED EXCEL SHORTCUT COMMANDS

- Ctrl + 8: Toggle outline symbols
- Ctrl + 9: Hide rows
- Ctrl + 0: Hide columns
- Ctrl + Shift + =: Insert new row/column
- Ctrl + Shift + +: Insert new sheet
- Ctrl + -: Delete row/column
- Ctrl + Shift + &: Apply outline border
- Ctrl + Shift + ~: Apply general number format
- Ctrl + Shift + \$: Apply currency format
- Ctrl + Shift + %: Apply percentage format

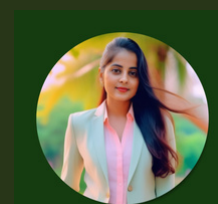


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# WIDELY USED EXCEL SHORTCUT COMMANDS

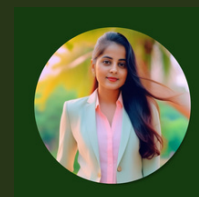
- Ctrl + Shift + %: Apply percentage format
- Ctrl + Shift + #: Apply date format
- Ctrl + Shift + @: Apply time format
- Ctrl + Shift + !: Apply comma format
- Ctrl + Shift + ^: Apply exponential format
- Ctrl + Shift + \_: Remove outline border
- Ctrl + Shift + F: Open format cells dialog with font tab selected



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# WIDELY USED EXCEL SHORTCUT COMMANDS

- Ctrl + Shift + T: Create table
- Ctrl + Shift + U: Expand formula bar
- Ctrl + Shift + W: Close workbook
- Ctrl + Shift + V: Paste special
- Ctrl + Shift + F3: Create name
- Ctrl + Shift + F6: Previous workbook
- Ctrl + Shift + F10: Display shortcut menu
- Ctrl + Shift + F11: Insert new sheet

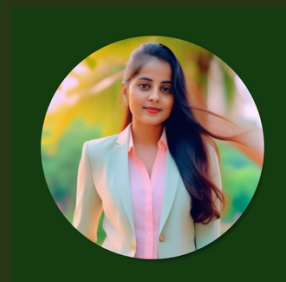


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# WIDELY USED EXCEL SHORTCUT COMMANDS

- Ctrl + Shift + P: Open format cells dialog with font tab selected
- Ctrl + Shift + O: Select entire column
- Ctrl + Shift + R: Fill right
- Ctrl + Shift + L: Toggle Autofilter



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