

Sir Parashurambhau College, Pune 30 Department of Statistics STSEC 2: Advanced Excel

TOPIC NAME: Shortcut Keys in Excel

GUIDE TEACHER: Mr. Sanket B

PRESENTERS:

Rohit Antoba Govekar

Suyash Bhausheb Daundkar

Manasvi Chintakindi

Prachi Mangesh Athalye

Pravin Suresh Ahire

Guided By- Sanket B
Github ID : bsanketm

SHORTCUT KEYS AND THEIR USE

- I. **Ctrl + F4** : Closes the selected workbook.
- II. **Ctrl + F5** : Restores the window size of the selected workbook window.
- III. **Ctrl + F6** : Switches to the next workbook window when more than one workbook is open.
- IV. **Shift + F6** : Makes the menu bar active.
- V. **Ctrl + Arrow keys** : Moves to the edge of the current data region in the worksheet (Modification : **Ctrl + Shift + Arrow Keys**).
- VI. **Ctrl + Pg Up/Pg Dn** : Switches between the worksheet tabs, from left to right and right to left respectively.
- VII. **Shift + Pg Up/Pg Dn** : Extends the selection by one page up and one page down respectively.
- VIII. **Ctrl + Shift + +** : Shifts the selected portion and add blank space at the position
- IX. **Ctrl + 9** : Hides the selected rows,
use **Ctrl + Shift + (** to unhide the hidden rows.
- X. **Ctrl + 0** : Hides the selected columns,
use **Ctrl + Shift +)** to unhide the hidden column.

- XI. **Ctrl + 8** : Displays or hides the outline symbols.
- XII. **Ctrl + Shift + _** : Removes the outline border for the selected cells.
- XIII. **Ctrl + Shift + *** : In a pivot table it selects the entire pivot table report, selects the current region around the active cell.
- XIV. **Ctrl + Shift + ;** : Enters the current time.
- XV. **Ctrl + Shift + “** : Copies the value from the cell above the active cell into the cell or the formula bar.
- XVI. **Ctrl + Spacebar** : Selects an entire column.
- XVII. **Shift + Spacebar** : Selects an entire row.
- XVIII. **Ctrl + Shift + Spacebar** : Selects the entire worksheet.
- XIX. **Ctrl + 1** : We get the outline border option
- XX. **Shift + Tab** : Moves to the previous cell in a worksheet or the previous in a dialog box.

XXI. **Ctrl + Shift + F1** : Hides the formula bar to give full screen view.

XXII. **Ctrl + N** : Create a new sheet.

XXIII. **Ctrl + ;** : Gives the current date.

XXIV. **Ctrl + ”** : Copy the values from above cell to current cell.

XXV. **Shift + F2** : Edits a cell comment.

XXVI. **F1** : Opens helps

XXVII. **Alt + :** : Gives auto sum of selected cells and places values in cell beneath.

XXVIII. **Ctrl + T** : Creates a table.

XXIX. **Ctrl + S** : Saves the current file.

XXX. **Ctrl + C** / **Ctrl + V** : Copies and Pastes the selected portion.

XXXI. **Ctrl + Shift + 4** : Gives currency format to the current cell (applied only for numerical value).

XXXII. **Ctrl + Shift + 7** : Gives outline border to a selected cell.

XXXIII. **Ctrl + Shift + !** : Gives the comma format to the current cell.

XXXIV. **Shift + Ctrl + f** : Activates font drop list.

XXXV. **Shift + Ctrl + p** : Activates font point size dropdown list.

XXXVI. **Ctrl + D** : Uses the fill down to copy the contents and format of the topmost cell of a selected range into the cells below.

XXXVII. **Ctrl + G** : Displays the go to dialog box.

XXXVIII. **Ctrl + Y** : Redo last action

XXXIX. **Ctrl + O** : To open workbook.

XL. **Alt + F1** : Creates a chart of the data in the current range.

XL I. **Alt + Shift + F1** : Inserts a new worksheet.

XL II.

XL II. **Shift + F2** : Adds or edits a cell comment.

XL III.

XL III. **Ctrl + F2** : Displays the print preview window.

XL IV.

XL IV. **Shift + F3** : Displays the insert function of dialog box.

XL V.

XL V. **Ctrl + End** : Moves to the last cell on the worksheet.

XL VI.

XL VI. **Ctrl + Shift + End** : Selects all text in a formula bar from cursor position to the end.

XL VII.

XL VII. **Alt + A** : To go to the Data tab.

XL VIII.

XL VIII. **Alt + Tab** : Switch between open apps.

XL IX.

XL IX. **Shift + Enter** : Completes a cell entry and select the cell above.

L. **Ctrl + W** : Closes the selected workbook window.

THANK YOU