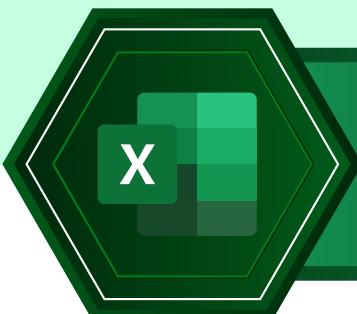




100 PLUS

EXCEL SHORTCUTS



QUICK EXCEL SHORTCUTS

Ctrl + A = Select Current Region

Ctrl + B = Apply/Remove Bold

Ctrl + C = Copy Selected Cells

Ctrl + D = Duplicate Object

Ctrl + E = Flash Fill

Ctrl + F = Display Find & Replace

Ctrl + G = Display 'Go To' Dialog Box

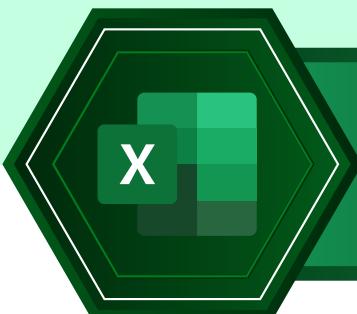
Ctrl + H = Find with Replace Selected

Ctrl + I = Apply/Remove Italic

Ctrl + K = Insert Hyperlink

Ctrl + L = Create Table

Ctrl + N = Create New Workbook



QUICK EXCEL SHORTCUTS

Ctrl + O = Open Workbook

Ctrl + P = Print File

Ctrl + Q = Open Quick Analysis Tool

Ctrl + R = Flash Right

Ctrl + S = Save Workbook

Ctrl + T = Create Table

Ctrl + U = Apply/ Remove Underline

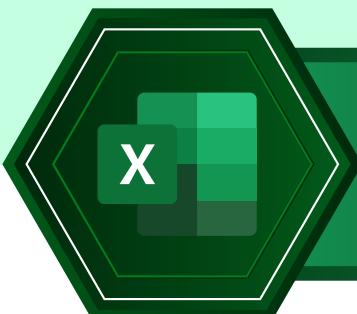
Ctrl + V = Paste Contents

Ctrl + W = Close Current Window

Ctrl + X = Cut Selected Cells

Ctrl + Y = Redo Last Action

Ctrl + Z = Open Workbook



QUICK EXCEL SHORTCUTS

Ctrl + 1 = Format Cell Dialog Box

Ctrl + 2 = Apply Bold

Ctrl + 3 = Apply Italic

Ctrl + 4 = Apply Underline

Ctrl + 5 = Apply Strikethrough

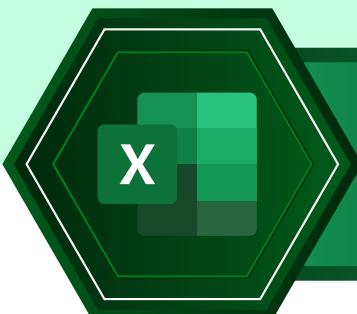
Ctrl + 6 = Show/Hide Object

Ctrl + 7 = Show/Hide Standard Toolbar

Ctrl + 8 = Toggle Outline Symbols

Ctrl + 9 = Hide Rows

Ctrl + 0 = Hide Columns



QUICK EXCEL SHORTCUTS

Ctrl + F1 = Hide Ribbon

Ctrl + F2 = Print Dialog Box

Ctrl + F3 = Open Name Manager Box

Ctrl + F4 = Close Current Window

Ctrl + F5 = Restore Window Size

Ctrl + F6 = Switch Between New Window

Ctrl + F7 = Move Window

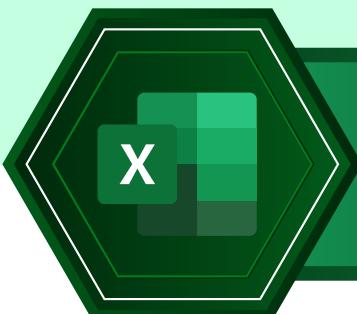
Ctrl + F8 = Resize Window

Ctrl + F9 = Minimize Workbook

Ctrl + F10 = Minimize/Restore Window

Ctrl + F11 = Open VBA Window

Ctrl + F12 = File Open Dialog Box



QUICK EXCEL SHORTCUTS

Ctrl + : = Insert Current Time

Ctrl + ; = Insert Current Date

Ctrl + ' = Copy Formulas From Cell

Ctrl + " = Close Current Window

Ctrl + SHIFT + (= Unhide Rows

Ctrl + SHIFT +) = Unhide Columns

Ctrl + TAB = In Toolbar>Next Toolbar

Ctrl + SHIFT + TAB = In Toolbar>Previous Toolbar

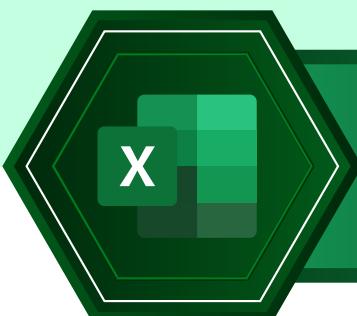
TAB = Next Tool

SHIFT + TAB = Previous Tool

CTRL + SHIFT + F = Font Drop Down List

CTRL + SHIFT + P = Font size drop down list

Ctrl + Shift + L: Turn filter on/off



QUICK EXCEL SHORTCUTS

CTRL + SHIFT + F3 = Unhide Row

CTRL+ SHIFT + F6 = Unhide Column

CTRL+ SHIFT + F12 = In Toolbar: Next Toolbar

CTRL + SHIFT + ~ = General Format

CTRL + SHIFT + ! = Comma Format

CTRL + SHIFT + @ = Time Format

CTRL + SHIFT + # = Date Format

CTRL + SHIFT + \$ = Currency Format

CTRL + SHIFT + % = Percent Format

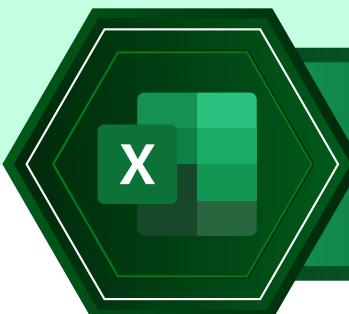
CTRL + SHIFT + ^ = Exponential Format

CTRL + SHIFT + & = Outline for Cells

CTRL + SHIFT + _ = Remove Outline for Cells

CTRL + + = Insert Row or Column

CTRL + - = Delete Row or Column



QUICK EXCEL SHORTCUTS

CTRL + SHIFT + * = Select Current Region

CTRL + SHIFT + 0 = Unhide the column

CTRL + SHIFT + 8 = Select the Current Region

CTRL + SHIFT + 9 = Unhide the Rows

CTRL + SHIFT + ENTER = Enter Formulas as
Array

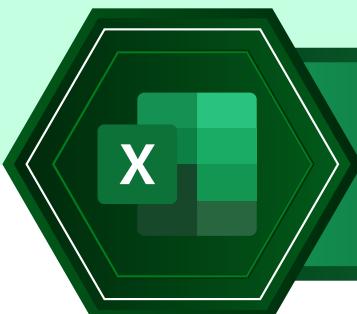
CTRL + SHIFT + SPACE = Select Whole
Worksheet

CTRL + SHIFT + ARROW KEY = Select Current
Row

CTRL + SHIFT + END = Extends Selection to
Last Used Cell

CTRL + SHIFT + HOME = Extends Selection
to Beginning

CTRL + SPACE = Select Current Column



QUICK EXCEL SHORTCUTS

SHIFT + F1 = Apply For Help

SHIFT + F2 = Edit Cell Comment

SHIFT + F3 = Paste Function Into Formula

SHIFT + F4 = Find Next

SHIFT + F5 = Find

SHIFT + F6 = Previous Pane

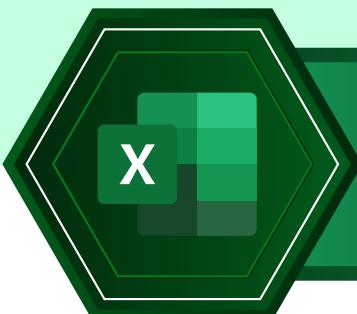
SHIFT + F8 = Add to Selection

SHIFT + F9 = Calculate Active Worksheet

SHIFT + F10 = Display Shortcut Menu

SHIFT + F11= Insert New Worksheet

SHIFT + F12 = Save File



QUICK EXCEL SHORTCUTS

ALT + F1= In Toolbar: Previous Toolbar

ALT + F2 = Next Tool

ALT + F4 = Previous Tool

ALT + F8 = Font Drop Down List

ALTT + F11 = Font Tab of Format Cell

ALT + ↓ = Display AutoComplete List

ALT + ' = Format Style Dialog Box

ALT + = = AutoSum

ALT + SHIFT + F1 = Insert New Worksheet

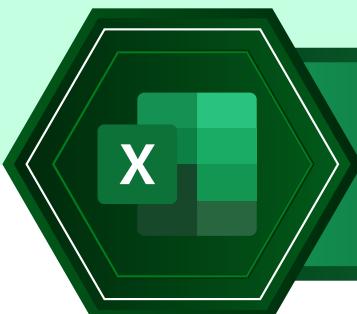
ALT + SHIFT + F2 = Display Save As Dialog Box

ALT + SHIFT + F4 = Close All The Workbook

ALT + SHIFT + F10 = Display Drop-Down Menu

ALT+ SHIFT + F11= Activate the Microsoft Script Editor Window

ALT + CTRL + F9 = Calculate All Cell



QUICK EXCEL SHORTCUTS

ALT + 0128 = Enter The Euro Symbol

ALT + 0162 = Enter The Cent Symbol

ALT + 0163 = Enter The Pound Symbol

ALT + H + B + T = Apply Thick outside border

ALT + H + H = Open Fill Color Options

ALT + H + F + C = Apply Font Color

ALT + H + F + P = Select Format Painter

ALT + H + F + S = Apply Font Size

ALT + H + F + G = Increase Font Size

ALT + H + B = Open Border option

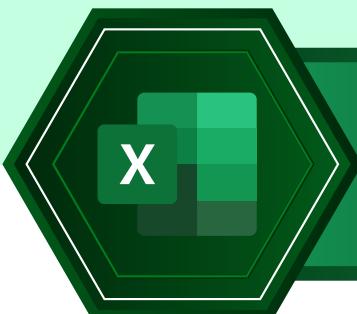
ALT + H + F + K = Decrease Font Size

ALT + H + B + A = Apply Cells Border

ALT + H + A + T = Apply Top Align

ALT + H + B + S = Apply Outline

ALT + H + A + M = Apply Middle Align



QUICK EXCEL SHORTCUTS

ALT + H + C + C = Copy

ALT + H + X = Cut

ALT + H + F + F = Apply Font Style

ALT + H + F + G = Increase Font Size

ALT + H + AB = Apply Bottom Align

ALT + H + AL = Apply Left Align

ALT + H + AC = Apply Center Align

ALT + H + AR = Apply Right Align

ALT + H + FQ = Change Text Direction

ALT + H + 5 = Decrease Indent

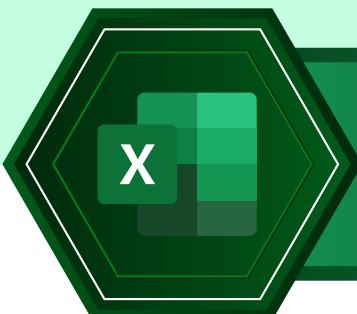
ALT + H + 6 = Increase Indent

ALT + H + W = Apply Wrap Text

ALT + H + M = Open Merge Options

ALT + H + M + C = Apply Merge & Center

ALT + H + M + A = Apply Merge Across



QUICK EXCEL SHORTCUTS

ALT + H + 1 = Bold

ALT + H + 2 = Italic

ALT + H + 3 = Underline

ALT + H + M + M = Apply Merge Cells

ALT + H + M + U = Apply Unmerge Cells

ALT + H + N = Change Number Format

ALT + H + AN = Open Currency Format

ALT + H + P = Apply Percent Style

ALT + H + K = Apply Comma Style

ALT + H + O = Increase Decimal

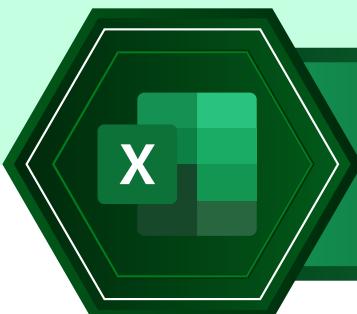
ALT + H + I + I = Insert Cells

ALT + H + I + R = Insert Sheet Rows

ALT + H + I + C = Insert Sheet Columns

ALT + H + I + S = Insert Sheet

ALT + H + D + D = Delete Cells



QUICK EXCEL SHORTCUTS

ALT + H + D + R = Delete Sheet Rows

ALT + H + D + C = Delete Sheet Columns

ALT + H + D + S = Delete Sheets

ALT + H + O + H = Change Row Height

ALT + H + 9 = Decrease Decimal

**ALT + H + L + H + G = Highlight Greater Than
Numbers**

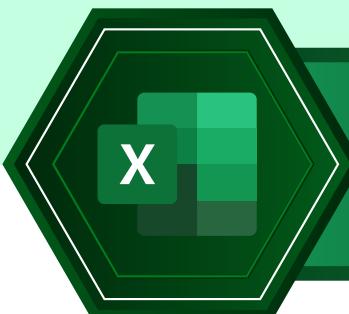
**ALT + H + L + H + L = Highlight Less Than
Numbers**

**ALT + H + L + H + B = Highlight Between
Numbers**

ALT + H + L + H + E = Highlight Equal to Numbers

**ALT + H + L + H + T = Highlight Text That
Contains**

ALT + P + R = Print Area



QUICK EXCEL SHORTCUTS

ALT + H + L + S = Apply Color Scales

ALT + H + L + I = Apply Icon Sets

ALT + H + L + N = Apply New Rules

ALT + H + L + C = Remove All Formatting

ALT + H + L + R = Manage Rules

ALT + H + T = Apply Table Format

ALT + H + J = Apply Cells Styles

ALT + H + O + A = Autofit Row Height

ALT + H + O + W = Change Column Width

ALT + H + O + I = Autofit Column Width

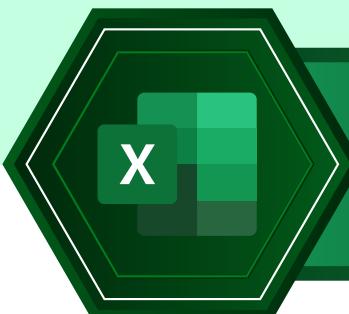
ALT + H + O + D = Apply Default Width

ALT + H + O + U = Hide/Unhide Sheet

ALT + H + O + R = Rename Sheet

ALT + H + O + M = Move/Copy Sheet

ALT + H + O + T = Apply Sheet Tab Color



QUICK EXCEL SHORTCUTS

ALT + H + O + P = Protect Sheet

ALT + H + O + L = Lock Cells

ALT + H + O + E = Open Format Cell Box

ALT + H + O + U + S = AutoSum

ALT + H + O + U + A = Auto Average

ALT + H + O + U + C = Auto Count Numbers

ALT + H + O + U + M = Auto Max Numbers

ALT + H + O + U + I = Auto Min Numbers

ALT + H + O + U + F = Open More Functions

ALT + H + FI = Open Fill Color Option

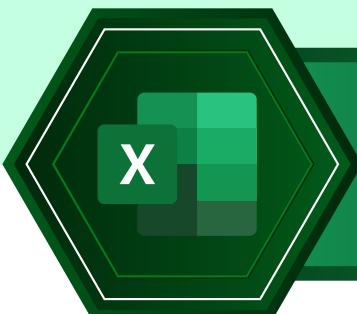
ALT + H + FI + D = Fill Down

ALT + H + FI + R = Fill Right

ALT + H + FI + U = Fill Up

ALT + H + FI + L = Fill Left

ALT + H + FI + S = Create Number Series



QUICK EXCEL SHORTCUTS

ALT + H + FI + F = Flash Fill

ALT + H + E = Open Clear Options

ALT + H + E + A = Clear All

ALT + H + E + F = Clear Format

ALT + H + E + C = Clear Content Excel

ALT + H + E + M = Clear Comments & Notes

ALT + H + E + L = Clear Hyperlinks

ALT + H + S = Open Sort & Filter

ALT + H + S + S = Sort Ascending

ALT + H + S + O = Sort Descending

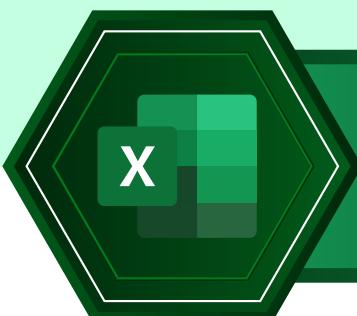
ALT + H + S + U = Custom Sort

ALT + H + S + F = Apply Filter

ALT + H + FD = Open Find & Search

ALT + H + FD + F = Find

ALT + H + FD + R = Replace



QUICK EXCEL SHORTCUTS

ALT + N + Q = Open Pie Chart

ALT + N + HI = Create TreeMap/Sunburst

ALT + N + SA = Create Histogram/Box & Whisker

ALT + N + D = Create Scatter/Bubble Chart

ALT + N + I1 = Create Water Fall Chart

ALT + N + SD = Create Combo Chart

ALT + N + M2 = Create Filled Map

ALT + N + SZ = Create Pivot Chart

ALT + N + SM = Create 3D Map

ALT + N + SL = Create Spark Line

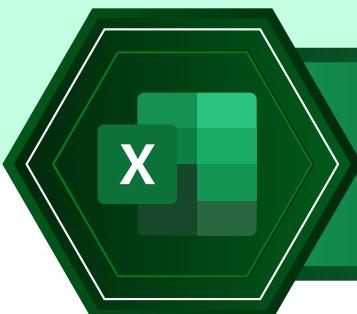
ALT + H + FD + G = Go To Option

ALT + H + FD + S = Go To Special

ALT + H + FD + U = Find Formulas

ALT + H + FD + N = Find Notes

ALT + H + FD + C = Find Conditional Formatting



QUICK EXCEL SHORTCUTS

ALT + H + FD + N = Find Constants

ALT+ H + FD + V = Find Data Validation

ALT + H + FD + O = Find Select Object

ALT + H + FD + P = Open Selection Pane

ALT + N + SO = Create Column Spark Line

ALT + N + SW = Create Win/Loss Spark Line

ALT + N + SF = Create Slicer

ALT + N + ST = Create Timeline Slicer

ALT + N + I2 = Create Hyperlink

ALT + N + C2 = Insert Comments

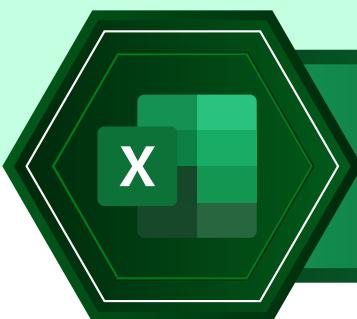
ALT + N + ZT = Create Text Box

ALT + N + ZS = Open Symbols

ALT + N + V + T = Create Pivot Table

ALT + N + V + E = Change Data Source

ALT + H + L + T + T = Highlight Top 10 Numbers



QUICK EXCEL SHORTCUTS

ALT + N + SP = Recommended Pivot Tables

ALT + N + T = Create Table Format

ALT + N + ZI = Open Illustration

ALT + N + ZI + P + D = Insert Picture

ALT + N+ ZI + P+ S = Insert Stock Images

ALT + N + ZI + P + O = Insert Online Images

ALT + ZI + SH = Open Shapes

ALT + ZI + NS = Insert Online Icons

ALT + P + TH = Apply Theme

ALT + P + TC = Apply Color Theme

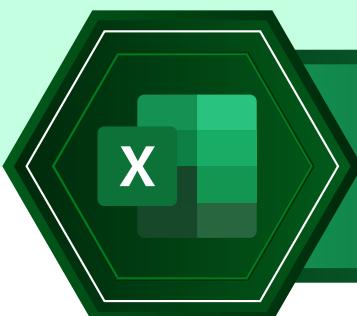
ALT + P + TF = Apply Font Theme

ALT + P + TE = Apply Effects

ALT + P + M = Apply Page Margins

ALT + P + O = Apply Page Orientation

ALT + P + SZ = Apply Page Size



QUICK EXCEL SHORTCUTS

ALT + P + B + I = Insert Page Breaks

ALT + P + B + R = Remove Page Breaks

ALT + N + ZI + S3 = Open 3D Model

ALT + N + AS = Open Get Add Ins

ALT + N + AP = Open My Add Ins

ALT + N + A1 = Open Visio Diagram

ALT + N + A2 = Open Bing Map

ALT + N + A3 = Transform Data into Picture

ALT + N + R = Recommended Pivot Chart

ALT + N + C1= Open Column Chart

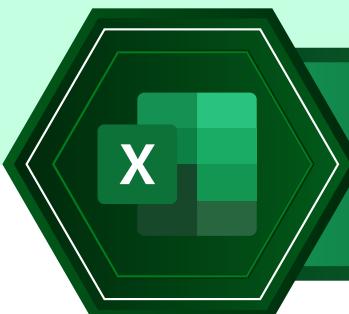
ALT + N + N1= Open Line Chart

ALT + P + G = Add Background Image

ALT + P + I = Open Page Setup Dialog Box

ALT + P + W = Apply Page Width

ALT + P + H = Apply Page Height



QUICK EXCEL SHORTCUTS

ALT + P + VG = View Gridlines

ALT + P + PG = Print View

ALT + P + VH = View Headings

ALT + P + PH = Print Headings

ALT + P + AF + F = Shape Bring Forward

ALT + P + AE + B = Shape Send Backward

ALT + P + AP = Open Selection Pane

ALT + P + AA = Shape Align Options

ALT + P + AA + L = Shape Align Left

ALT + P + AA + C = Shape Align Center

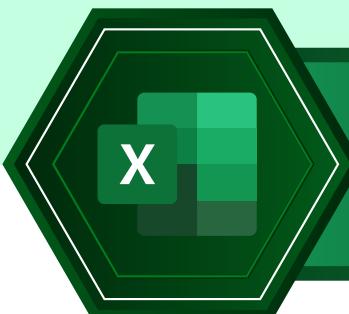
ALT + P + AA + R = Shape Align Right

ALT + P + AA + T = Shape Align Top

ALT + P + AA + M = Shape Align Middle

ALT + P + AA + B = Shape Align Bottom

ALT + P + AA + H = Shape Distribute Horizontally



QUICK EXCEL SHORTCUTS

ALT + P + AA + V = Shape Distribute Vertically

ALT + P + AA + P = Snap to Grid

ALT + P + AA + S = Snap to Shape

ALT + P + AA + G = View Gridlines

ALT + P + AG + G = Create Shapes Group

ALT + P + AY = Open Shape Rotate Options

ALT + P + AY + R = Rotate Right 90

ALT + P + AY + L = Rotate Left 90

ALT + P + AY + V = Flip Vertical

ALT + P + AY + H = Flip Horizontal

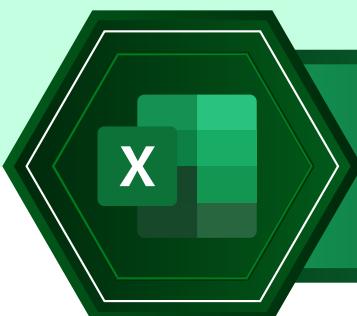
ALT + P + AY + M = More Rotation Options

ALT + M + F = Insert Function Dialog Box

ALT + M + U + S = Auto Sum

ALT + M + U + A = Auto Average

ALT + P + X = Apply Page Scale %



QUICK EXCEL SHORTCUTS

ALT + M + U + C = Auto Count Number

ALT + M + U + M = Auto Max Number

ALT + M + G = Open Math & Trig Functions

ALT + M + Q = Open More Function Options

ALT + M + Q + S = Open Statistical Function

ALT + M + Q + E = Open Engineering Function

ALT + M + Q + C = Open Cube Function

ALT + M + Q + I = Open Information Functions

ALT + M + Q + C = Open Compatibility Functions

ALT + M + Q + W = Open Web Functions

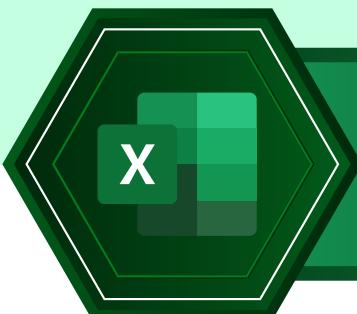
ALT + M + N = Open Name Manager

ALT + M + M = Define Name

ALT + M + C = Open Create from Selection

ALT + M + P = Trace Precedents

ALT + M + D = Trace Dependents



QUICK EXCEL SHORTCUTS

ALT + M + H = Show Formulas

ALT + M + K = Error Checking

ALT + M + V = Evaluate Formula

ALT + M + W = Watch Window

ALT + M + U + I = Auto Min Number

ALT + M + U + F = Insert More Function

ALT + M + R = Recently Used Function

ALT + M + I = Open Financial Function

ALT + M + L = Open Logical Function

ALT + M + T = Open Text Functions

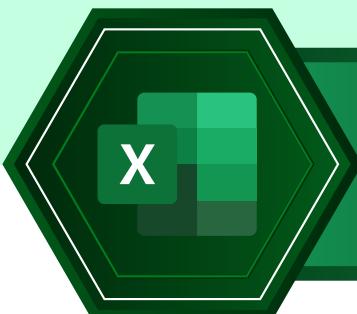
ALT + M + E = Open Date & Time Functions

ALT + M + O = Open Lookup & Reference

Functions

ALT + M + X = Open Calculation Options

ALT + M + A = Remove Arrow



QUICK EXCEL SHORTCUTS

ALT + M + X + A = Calculation Automatic

ALT + M + X + E = Automatic Except for Data Table

ALT + M + X + M = Manual

ALT + M + B = Calculate Now

ALT + M + J = Calculate Sheet

ALT + A + PN = Open Get Data Option

ALT + A + PN + F + W = Get Data from Workbook

ALT + A + PN + F + T = Get Data from Text/CSV

ALT + A + PN + F + X = Get Data from XML

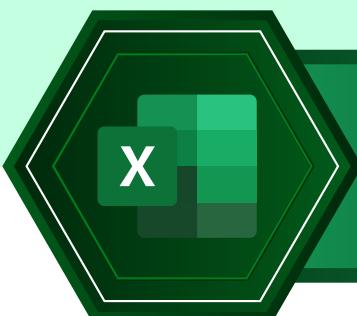
ALT + A + PN + F + J = Get Data from JSON

ALT + A + PN + F + P = Get Data from PDF

ALT + A + PN + F + F = Get Data from Folder

ALT + A + PN + D + S = Get Data from SQL Server Database

Alt + Enter = Add a new line within a cell



QUICK EXCEL SHORTCUTS

ALT + A + PN + D + N = Get Data from Analysis Services

ALT + A + PN + D + A = Get Data from SQL Server Analysis Services Database

ALT + A + PN + A + E = Get Data from Azure Data Explorer

ALT + A + PN + D + C = Get Data from MS Access Database

ALT + A + PN + E = Get Data from Online Services

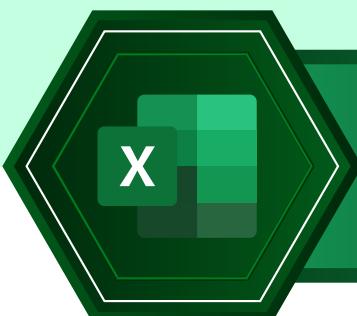
ALT + A + PN + O + S = Get Data from Sheet

ALT + A + PN + O + W = Get Data from Web

ALT + A + PN + O + M = Get Data from Microsoft

QueryALT + A + PN + O + O = Get Data from OData feed

ALT + A + PN + O + D = Get Data from ODBC



QUICK EXCEL SHORTCUTS

ALT + A + PN + Q + A = Combine Query Append

ALT + A + PN + L = Open Power Query Editor

ALT + A + PN + S = Open Data Source Settings

ALT + A+ PN + P = Open Query Option

ALT + A + FT = Import Data from Text/CSV

ALT + A + FW = Import Data from Web

ALT +A + PT = Import Data from Sheet

ALT + A + PR = Import Data from Recent Sources

ALT + A + X = Import Data from Common Source

ALT + A + R + A = Refresh All

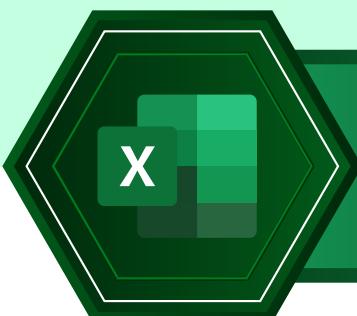
ALT + A + R + R = Refresh

ALT + A + W + S = Scenario Manager

ALT+ A + W + G = Goal Seek

ALT + A + W + T = Data Table

ALT + A + FC = Create Forecast Worksheet



QUICK EXCEL SHORTCUTS

ALT + A + G + A = Auto Outline

ALT + A + U + U = Ungroup

ALT + A + U + C = Clear Outline

ALT + A + B = Apply Subtotal

ALT + R + S = Spelling Check

ALT + A + R + S = Refresh Status

ALT + A + R + O = Open Connection Properties

ALT + A + O = Open Queries & Connections

ALT + A + P1 = Open Properties

ALT + A + K = Edit Link

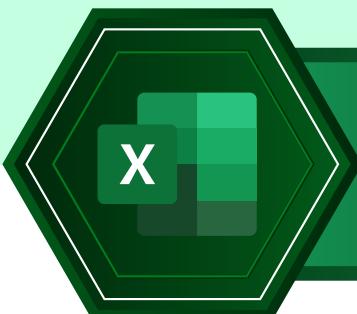
ALT + A + D1 = Stocks Data Type

ALT + A + SA = Sort A to Z

ALT + A + SD = Sort Z to A

ALT + A + SS = Sort Dialog Box

ALT + A + T = Apply Filter



QUICK EXCEL SHORTCUTS

ALT + R + E = Thesaurus

ALT+ R + B = Workbook Statistics

ALT + R + A + A = Check Accessibility

ALT + R + A + L = Display Alt Text Pane

ALT + R + A + T = Format as Table

ALT + R + A + U = Unmerge Cells

ALT + R + A + E = Options Accessibility

ALT + R + A + H = Accessibility Help

ALT + R + RS = Smart Lookup

ALT + R + L = Translate

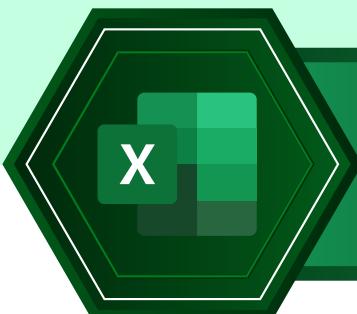
ALT + A + C = Clear Filter

ALT + A + Q = Advanced Filter

ALT + A + E = Text To Column

ALT + A + FF = Flash Fill

ALT + A + M = Remove Duplicate



QUICK EXCEL SHORTCUTS

ALT + A + V+ V = Apply Data Validation

ALT + A + V + I = Circle Invalid Data

ALT + A + V + R = Clear Validation Circles

ALT + A + N = Consolidate data

ALT + A + DM = Open Power Pivot

ALT + R + C = New Comment

ALT + R + D = Delete Comment

ALT + R + V = Previous Comment

ALT + R + N = Next Comment

ALT + R + H1 = Show Comment

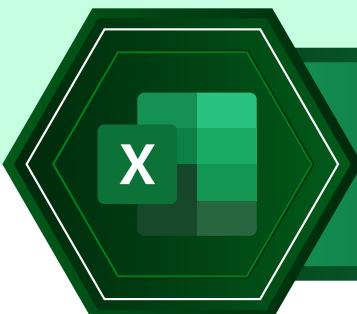
ALT + R + T + N = New Notes

ALT + R + T + P = Previous Notes

ALT + R + T + T = Next Notes

ALT + R + T + O = Show/Hide Notes

ALT + R + T + S = Show All Notes



QUICK EXCEL SHORTCUTS

ALT + R + T + C = Notes convert to Comment

ALT + R + PS = Protect Sheet

ALT + R + PW = Protect Workbook Structure

ALT + R + U1 = Allow Edit Range

ALT + R + H2 + H = Hide Link

ALT + W + L = Normal View

ALT + W + I = Page Break Preview

ALT + W + P = Page Layout

ALT + W + C = Custom Views

ALT + W + VG = Gridlines

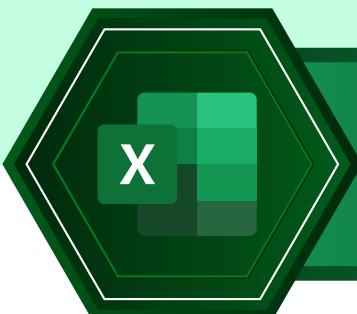
ALT + W + VT = Hide/Show Formula Bar

ALT + W + S = Spilt Workbook

ALT + W + VH = Hide/show Headings

ALT + W + H = Hide Workbook

ALT + W + Q = Zoom



QUICK EXCEL SHORTCUTS

ALT + W + 1 = View Side by Side

ALT + W + G = Zoom to Selection

ALT + W + VS = Synchronous Scrolling

ALT + W + N = New Window

ALT + W + T = Reset Window Position

ALT + W + A = Arrange All

ALT + W + W = Switch Windows

ALT + W + F + F = Freeze Panes

ALT + W + V = View Macro

ALT + W + F + R = Freeze Top Row

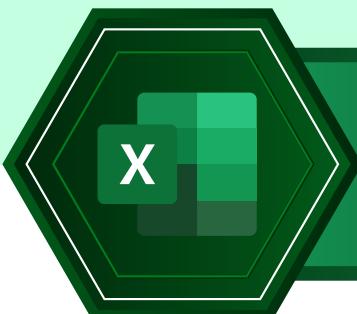
ALT + W + M + R = Record Macro

ALT + W + F + C = Freeze First Column

ALT + W + M + U = Use Relative References

ALT + A + G + G = Group

ALT + W + J = 100% Zoom



QUICK EXCEL SHORTCUTS

ALT + H + L + H + D = Highlight Duplicate Values

ALT + H + L + T + B = Highlight Bottom 10 Numbers

ALT + H + L + D = Apply Gradient/ Solid Fill Color

ALT + A + PN + O + B = Get Data from OLEDB

ALT + A + PN + O + Q = Blank Query

ALT + A + PN + Q + M = Combine Query Merge



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