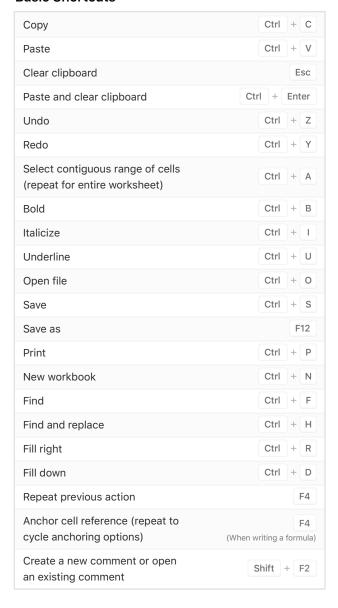
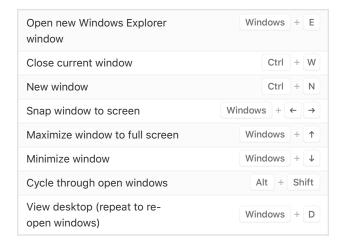
WSO Shortcuts



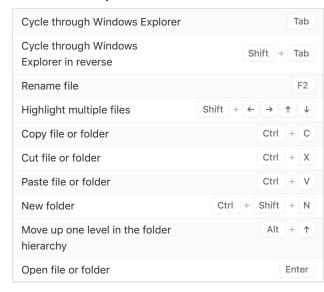
Basic Shortcuts



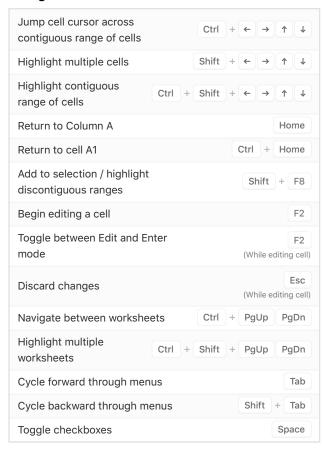
Windows Shortcuts



In Windows Explorer



Navigation & Selection



Rows & Columns

Select entire row	Shift + Space
Select entire column	Ctrl + Space
Add row above or column to the left	Ctrl + Shift + +
Delete selected row or column	Ctrl + -

Paste Special

Paste Special	Ctrl + Alt + V
Paste formulas only	$\begin{array}{ c c c c c }\hline Ctrl & + & Alt & + & V & \rightarrow & F \\ \hline \end{array}$
Paste values only	$\boxed{Ctrl} + \boxed{Alt} + \boxed{V} \rightarrow \boxed{V}$
Paste formats only	$\boxed{Ctrl} + \boxed{Alt} + \boxed{V} \rightarrow \boxed{T}$
Undo	$\boxed{Ctrl} + \boxed{Alt} + \boxed{V} \rightarrow \boxed{W}$
Add copied values to target cells	$\boxed{Ctrl} + \boxed{Alt} + \boxed{V} \rightarrow \boxed{V} \rightarrow \boxed{D}$
Subtract copied values from target cells	$\begin{array}{ c c c c c c c c c c c c c c c c c c c$
Multiply target cells by copied values	$\boxed{Ctrl} + \boxed{Alt} + \boxed{V} \rightarrow \boxed{V} \rightarrow \boxed{M}$
Divide target cells by copied values	$\boxed{Ctrl} + \boxed{Alt} + \boxed{V} \rightarrow \boxed{V} \rightarrow \boxed{I}$

Formatting

Open format cells dialogue box	Ctrl + 1
Add quick border around selected cells	Ctrl + Shift + 7
Remove all borders from selected cells	Ctrl + Shift + -

Auditing

Show formulas	Ctrl + ~
Highlight precedents	Ctrl + [
Highlight dependents	Ctrl +]
Jump to cell	F5

Hotkeys & the Excel Ribbon

Toggle the Ribbon		(Ctr	I -	- [Alt	+	٧
Begin hotkey sequence (and display Ribbon if hidden)	Ctrl	+		Alt	+	V	→	F
Move one level backward in a hotkey sequence	Ctrl	+		Alt	+	V	→	٧
Open File menu						Alt	→	F
Open Options menu				Alt	→	F	→	Т
Open Home tab						Alt	→	Н
Font				Alt	→	Н	→	FF
Font size			-	Alt	→	Н	→	FS
Font color				Alt	→	Н	→	FC
Borders			-	Alt	→	Н	→	В
Fill colors				Alt	→	Н	→	Н
Align text				Alt	→	Н	→	Α
Conditional formatting menu				Alt	→	Н	→	L
Insert new worksheet	А	lt	→	Н	→	I	→	s
Delete current worksheet	А	lt	→	Н	→	D	→	s
Autofit column width	А	lt	→	Н	→	0	→	I
Manually set column width	А	lt	→	Н	→	0	→	W
Manually set row height	А	lt	→	Н	→	0	→	Н
Rename worksheet	А	lt	→	Н	→	0	→	R
Custom Sort	А	lt	→	Н	→	S	→	U
Filter	А	lt	→	Н	→	S	→	F
Open Insert tab						Alt	→	N
Insert Pivot Table				Alt	→	N	→	٧
Recommended Chart				Alt	→	N	→	R
Open Page Layout tab						Alt	→	Р
Set print area	А	lt	→	Р	→	R	→	S
Open Formulas tab						Alt	→	М
Name selected cell(s)	Α	lt	→	М	→	М	→	D

Name manager			Αlt	→	М	→	N
Trace precedents			Αlt	→	М	→	Р
Trace dependents			Αlt	→	М	→	D
Open Data tab					Alt	→	Α
Text to columns			Αlt	→	Α	→	E
Data validation	Alt	→	Α	→	٧	→	٧
Insert data table	Alt	→	Α	→	W	→	Т
Group rows / columns	Alt	→	Α	→	G	→	G
Ungroup rows / columns	Alt	→	Α	→	U	→	U
Hide grouped rows / columns			٩lt	→	Α	→	Н
Unhide grouped rows / columns			Αlt	→	Α	→	J
Open View tab					Alt	→	W
Toggle gridlines	Alt	→	W	→	٧	→	G
Adjust zoom			٩lt	→	W	→	Q
Reset zoom to 100%			Αlt	→	W	→	J
Freeze panes	Alt	→	W	→	F	→	F

You don't need to memorize hotkeys! You press each key in sequence, and letters will pop up in the ribbon to lead you to what you want. Here are some of the most useful hotkey sequences: