- Macro names should only consist of alphanumeric characters and underscores, i.e. 'a-z', 'A-Z', '0-9', and ' ',
- Not more than 255 characters long
- The first character of a Macro should not be a digit.
- Can't use reserved names

## Avoid these Key Combinations when associate a macro with a key shortcut

A lot of letters are already used in Excel with CTRL or CTRL+SHIFT key combination. So here is a list of key combinations with letters. You want to avoid associating a macro with the following combinations:

## **Ctrl combination shortcut keys**

Ctrl+PgDn Switches between worksheet tabs, from left-to-right.

Ctrl+PgUp Switches between worksheet tabs, from right-to-left.

Ctrl+Shift+& Applies the outline border to the selected cells.

Ctrl+Shift Removes the outline border from the selected cells.

Ctrl+Shift+~ Applies the General number format.

Ctrl+Shift+\$ Applies the Currency format with two decimal places (negative numbers in parentheses).

Ctrl+Shift+% Applies the Percentage format with no decimal places.

Ctrl+Shift+^ Applies the Scientific number format with two decimal places.

Ctrl+Shift+# Applies the Date format with the day, month, and year.

Ctrl+Shift+@ Applies the Time format with the hour and minute, and AM or PM.

Ctrl+Shift+! Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.

Ctrl+Shift+\* Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.

Ctrl+Shift+: Enters the current time.

Ctrl+Shift+" Copies the value from the cell above the active cell into the cell or the Formula Bar.

Ctrl+Shift+Plus (+) Displays the Insert dialog box to insert blank cells.

Ctrl+Minus (-) Displays the Delete dialog box to delete the selected cells.

Ctrl+; Enters the current date.

Ctrl+` Alternates between displaying cell values and displaying formulas in the worksheet.

Ctrl+' Copies a formula from the cell above the active cell into the cell or the Formula Bar.

Ctrl+1 Displays the Format Cells dialog box.

Ctrl+2 Applies or removes bold formatting.

Ctrl+3 Applies or removes italic formatting.

Ctrl+4 Applies or removes underlining.

Ctrl+5 Applies or removes strikethrough.

Ctrl+6 Alternates between hiding and displaying objects.

Ctrl+8 Displays or hides the outline symbols.

Ctrl+9 Hides the selected rows.

Ctrl+0 Hides the selected columns.

Ctrl+A Selects the entire worksheet.

If the worksheet contains data, Ctrl+A selects the current region. Pressing Ctrl+A a second time selects the entire worksheet. When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box.

Ctrl+Shift+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.

Ctrl+B Applies or removes bold formatting.

Ctrl+C Copies the selected cells.

Ctrl+D Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.

Ctrl+E Adds more values to the active column by using data surrounding that column.

Ctrl+F Displays the Find and Replace dialog box, with the Find tab selected.

Shift+F5 also displays this tab, while Shift+F4 repeats the last Find action.

Ctrl+Shift+F opens the Format Cells dialog box with the Font tab selected.

Ctrl+G Displays the Go To dialog box. F5 also displays this dialog box.

Ctrl+H Displays the Find and Replace dialog box, with the Replace tab selected.

Ctrl+I Applies or removes italic formatting.

Ctrl+K Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.

Ctrl+L Displays the Create Table dialog box.

Ctrl+N Creates a new, blank workbook.

Ctrl+O Displays the Open dialog box to open or find a file.

Ctrl+Shift+O selects all cells that contain comments.

Ctrl+P Displays the Print tab in Microsoft Office Backstage view.

Ctrl+Shift+P opens the Format Cells dialog box with the Font tab selected.

Ctrl+Q Displays the Quick Analysis options for your data when you have cells that contain that data selected.

Ctrl+R Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.

Ctrl+S Saves the active file with its current file name, location, and file format.

Ctrl+T Displays the Create Table dialog box.

Ctrl+U Applies or removes underlining.

Ctrl+Shift+U switches between expanding and collapsing of the formula bar.

Ctrl+V Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you have cut or copied an object, text, or cell contents.

Ctrl+Alt+V displays the Paste Special dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.

Ctrl+W Closes the selected workbook window.

Ctrl+X Cuts the selected cells.

Ctrl+Y Repeats the last command or action, if possible.

Ctrl+Z Uses the Undo command to reverse the last command or to delete the last entry that you typed.