

# ExcelDatabookLayers.ahk

## Hotkey Reference Guide

Total Hotkeys:	72
Categories:	9
Generated:	2025-09-15 21:51
Source File:	ExcelDatabookLayers.ahk

### Categories Overview:

ALIGNMENT	4 hotkeys
BORDERS	8 hotkeys
CLEAR	3 hotkeys
DATA	5 hotkeys
FORMAT	11 hotkeys
NAVIGATION	16 hotkeys
PASTE	13 hotkeys
PowerPoint	2 hotkeys
SIZING	10 hotkeys

POWERPOINT		
<b>Ctrl+Alt+Shift+S</b>	<b>PowerPoint Sequence</b>	Send Tab Tab 70 Enter Tabx4 4.57 Tabx2 21.47
<b>Ctrl+Alt+Shift+F</b>	<b>Format Object Pane</b>	Alt+4 wait Ctrl+A wait 70 Enter

PASTE		
<b>CapsLock+V</b>	<b>Paste Values</b>	Paste values only without formulas or formatting
<b>CapsLock+F</b>	<b>Paste Formulas</b>	Paste formulas only
<b>Ctrl+CapsLock+F</b>	<b>Freeze Panes</b>	Freeze panes at active cell
<b>CapsLock+T</b>	<b>Paste Formats</b>	Paste formatting only
<b>CapsLock+W</b>	<b>Paste Column Widths</b>	Paste column width information
<b>CapsLock+S</b>	<b>Paste Formulas + Format</b>	Paste both formulas and formatting
<b>CapsLock+X</b>	<b>Paste Values (Transpose)</b>	Paste values with transpose operation
<b>CapsLock+L</b>	<b>Paste Link</b>	Create linked paste
<b>CapsLock+P</b>	<b>Paste Special Dialog</b>	Open Paste Special dialog box
<b>CapsLock+Numpad/</b>	<b>Toggle Filter</b>	Toggle AutoFilter on/off
<b>CapsLock+Numpad*</b>	<b>Clear Filter</b>	Clear all filters
<b>CapsLock+Numpad+</b>	<b>Paste Add</b>	Paste operation with addition
<b>CapsLock+Numpad-</b>	<b>Paste Subtract</b>	Paste operation with subtraction

FORMAT		
<b>CapsLock+1</b>	<b>Custom Font Color</b>	Run custom font color macro
<b>CapsLock+2</b>	<b>Subtotal Format</b>	Apply subtotal row formatting
<b>CapsLock+3</b>	<b>Major Total Format</b>	Apply major total row formatting
<b>CapsLock+4</b>	<b>Grand Total Format</b>	Apply grand total row formatting
<b>CapsLock+6</b>	<b>Set Row Height 5pt</b>	Set row height to 5 points
<b>CapsLock+9</b>	<b>General Format</b>	Apply general number format

<b>CapsLock+A</b>	<b>Set Row Height 5pt</b>	Set row height to 5 points
<b>CapsLock+K</b>	<b>Custom Number Format</b>	Run custom number format macro
<b>CapsLock+5</b>	<b>Percent Format</b>	Apply percentage number format
<b>CapsLock+M</b>	<b>Month Format</b>	Apply month format (mmm-yy)
<b>CapsLock+D</b>	<b>Date Format</b>	Apply date number format

## ALIGNMENT

<b>CapsLock+F1</b>	<b>Align Left</b>	Set text alignment to left
<b>CapsLock+F2</b>	<b>Align Center</b>	Set text alignment to center
<b>CapsLock+F3</b>	<b>Align Right</b>	Set text alignment to right
<b>CapsLock+F4</b>	<b>Toggle Wrap Text</b>	Toggle text wrapping in cells

## BORDERS

<b>CapsLock+R</b>	<b>Right Border</b>	Apply right border macro
<b>CapsLock+B</b>	<b>Bottom Border</b>	Apply bottom thin border macro
<b>CapsLock+O</b>	<b>Outline Borders</b>	Apply outline borders to selection
<b>CapsLock+I</b>	<b>Inside Borders</b>	Apply inside borders to selection
<b>CapsLock+C</b>	<b>Clear Borders</b>	Clear all borders
<b>CapsLock+Y</b>	<b>Top Double Border</b>	Apply double border to top
<b>CapsLock+J</b>	<b>Left Thick Border</b>	Apply thick border to left
<b>CapsLock+;</b>	<b>Right Thick Border</b>	Apply thick border to right

## SIZING

<b>Ctrl+CapsLock+R</b>	<b>AutoFit Rows</b>	Auto-adjust row heights to fit content
<b>Ctrl+CapsLock+C</b>	<b>AutoFit Columns</b>	Auto-adjust column widths to fit content
<b>CapsLock+Q</b>	<b>Column Width 0.5</b>	Set column width to 0.5
<b>Ctrl+CapsLock+Q</b>	<b>Row Height 5pt</b>	Set row height to 5 points

<b>CapsLock+F5</b>	<b>AutoFit Columns</b>	Auto-adjust column widths to fit content
<b>CapsLock+F6</b>	<b>AutoFit Rows</b>	Auto-adjust row heights to fit content
<b>CapsLock+F11</b>	<b>Increase Indent</b>	Increase text indentation
<b>CapsLock+F12</b>	<b>Decrease Indent</b>	Decrease text indentation
<b>CapsLock+Numpad.</b>	<b>Add Decimal Place</b>	Increase decimal places in number format
<b>CapsLock+Numpad0</b>	<b>Remove Decimal Place</b>	Decrease decimal places in number format

NAVIGATION		
<b>CapsLock+[</b>	<b>Previous Divider</b>	Jump to previous data boundary
<b>CapsLock+]</b>	<b>Next Divider</b>	Jump to next data boundary
<b>CapsLock+=</b>	<b>First Block Edge</b>	Jump to first block edge
<b>CapsLock+-</b>	<b>Last Block Edge</b>	Jump to last block edge
<b>CapsLock+,</b>	<b>Previous Sheet</b>	Switch to previous worksheet
<b>CapsLock+.</b>	<b>Next Sheet</b>	Switch to next worksheet
<b>CapsLock+G</b>	<b>Go To</b>	Open Go To dialog (Ctrl+G)
<b>CapsLock+8</b>	<b>Select Current Region</b>	Select current data region (Ctrl+Shift+8)
<b>CapsLock+H</b>	<b>Custom Macro H</b>	Run custom macro Ctrl+Alt+Shift+H
<b>CapsLock+Numpad8</b>	<b>Ctrl+Up</b>	Move to edge of data block upward
<b>CapsLock+Numpad2</b>	<b>Ctrl+Down</b>	Move to edge of data block downward
<b>CapsLock+Numpad4</b>	<b>Ctrl+Left</b>	Move to edge of data block leftward
<b>CapsLock+Numpad6</b>	<b>Ctrl+Right</b>	Move to edge of data block rightward
<b>CapsLock+Numpad7</b>	<b>Ctrl+Home</b>	Move to cell A1
<b>CapsLock+Numpad9</b>	<b>Ctrl+End</b>	Move to last used cell
<b>CapsLock+Space</b>	<b>Show Help</b>	Display hotkey reference overlay

DATA		
<b>CapsLock+U</b>	<b>Trim In Place</b>	Remove leading/trailing spaces from text

<b>CapsLock+F8</b>	<b>Clean In Place</b>	Remove non-printable characters
<b>CapsLock+N</b>	<b>Convert to Number</b>	Convert text to numbers using Text to Columns
<b>CapsLock+E</b>	<b>Text to Columns</b>	Open Text to Columns wizard
<b>CapsLock+F7</b>	<b>Toggle AutoFilter</b>	Toggle AutoFilter on/off (Ctrl+Shift+L)

<b>CLEAR</b>		
<b>CapsLock+Z</b>	<b>Clear Formats</b>	Clear cell formatting only
<b>CapsLock+Backspace</b>	<b>Clear Contents</b>	Clear cell contents only
<b>CapsLock+Delete</b>	<b>Clear All</b>	Clear both contents and formatting