

# SHIVAM

## COMPUTER EDUCATION

### Training & Placement

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### Excel Keyboard Shortcuts

Work faster and more efficiently with these clearly illustrated excel shortcuts.

is a huge list of Excel keyboard shortcuts you can use to work faster. Scroll through the list or use the Index to quickly go to the section you want.

#### How To Read The List

Where shortcut keys must be pressed together they will be shown like this



which means press CTRL and P together.

Where keys must be pressed one after the other they will be shown like this



which means press Alt and H together, then release those keys and press A, then C.

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General	Back To Index
Open help	F1
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Copy selection	Ctrl + C
Repeat last action	F4
Cut selection	Ctrl + X
Paste content from clipboard	Ctrl + V
Display the Paste Special dialog box	Ctrl + Alt + V
Display nd and replace with Find tab selected	Ctrl + F
Display nd and replace with Replace tab selected	Ctrl + H
Find previous match (after initial Find)	Ctrl + Shift + F4
Find next match (after initial Find)	Shift + F4
Insert embedded chart	Alt + F1
Insert chart in new sheet	F11
Toggle Autolter	Ctrl + Shift + L
Activate lter	Alt + ↓
Create table	Ctrl + T
Select table row	Shift + Space
Select table column	Ctrl + Space
Select table (when active cell is in table)	Ctrl + A
Clear slicer lter	Alt + C
Run Spellcheck	F7

<b>General - Continued</b>	<b>Back To Index</b>
Open Thesaurus	Shift + F7
Open Macro dialog box	Alt + F8
Open VBA Editor	Alt + F11
Duplicate object	Ctrl + D
Snap to grid (whilst dragging)	Alt
Hide or show objects	Ctrl + 6
Open Modify Cell Style dialog box	Alt + ' (apostrophe)
Show right-click menu	Shift + F10
Display control menu	Alt Space












<b>Worksheet</b>	<b>Back To Index</b>
Insert new worksheet	Shift + F11
Go to next worksheet	Ctrl + PgDn
Go to previous worksheet	Ctrl + PgUp
Rename current worksheet	Alt + O, H, R
Delete current worksheet	Alt + E, L
Move current worksheet	Alt + E, M
Move between the worksheet, Ribbon, task pane and zoom controls in a worksheet that has been split	F6 OR Shift + F6
Select adjacent worksheets	Ctrl + Shift + PgUp/PgDn
Select non-adjacent worksheets	Ctrl + Click
Toggle scroll lock	ScrLk
Toggle full screen	Ctrl + Shift + F1








<b>Worksheet - Continued</b>	<b>Back To Index</b>
Print	Ctrl + P
Open print preview window	Ctrl + F2
Set print area	Alt + P, R S
Clear print area	Alt + P, R C
Zoom in	Ctrl + Mouse Wheel Up
Zoom out	Ctrl + Mouse Wheel Down
Protect sheet	Alt + R, P S










<b>Workbook</b>	<b>Back To Index</b>
Create new workbook	Ctrl + N
Open workbook	Ctrl + O
Save workbook	Ctrl + S
Save as	F12
Go to next workbook	Ctrl + Tab
Go to previous workbook	Ctrl + Shift + Tab
Minimize current workbook window	Ctrl + F9
Maximize current workbook window	Ctrl + F10
Protect workbook	Alt + R, P W
Close current workbook	Ctrl + F4
Close Excel	Alt + F4

<b>Ribbon</b>	<b>Back To Index</b>
Expand or collapse ribbon	Ctrl + F1
Activate access keys	Alt
Move through Ribbon tabs and groups	→ ← ↑ ↓
Activate or open selected control	Space OR Enter
Conrm control change	Enter
Get help on selected control	F1

<b>Drag and Drop (After Selecting Cells)</b>	<b>Back To Index</b>
Drag and cut	Drag
Drag and copy	Ctrl + Drag
Drag and insert	Shift + Drag
Drag and insert copy	Ctrl + Shift + Drag
Drag to worksheet	Alt + Drag
Drag to duplicate worksheet	Ctrl + Drag

Navigation	Back To Index
Move one cell right	
Move one cell left	
Move one cell up	
Move one cell down	
Move one screen right	 + 
Move one screen left	 + 
Move one screen up	
Move one screen down	
Move to right edge of data region	 + 
Move to left edge of data region	 + 
Move to top edge of data region	 + 
Move to bottom edge of data region	 + 
Move to beginning of row	
Move to last cell in worksheet that contains data	 + 
Move to rst cell in worksheet	 + 
Turn End mode on	

Active Cell	Back To Index
Select active cell (when multiple cells already selected)	
Show the active cell on worksheet	
Move active cell clockwise to corners of selection	
Move active cell down in selection - wrap to next column	
Move active cell up in selection - wrap to previous column	
Move active cell right in a selection - wrap to next row	
Move active cell left in a selection - wrap to previous row	

Selection	Back To Index
Select entire row	
Select entire column	
Select current region if worksheet contains data. Press again to select current region and summary rows. Press again to select entire <u>worksheet</u> .	
Expand selection	
Add non-adjacent cells to selection	
Move right between non-adjacent selections	
Move left between non-adjacent selections	
Toggle 'Add to Selection' mode	
Exit 'Add to Selection' mode	

Extend Selection	Back To Index
Extend selection right	Shift + →
Extend selection left	Shift + ←
Extend selection up	Shift + ↑
Extend selection down	Shift + ↓
Extend the selection to the last cell on the right that contains data, or to the next cell that contains data, or to the last column	Ctrl + Shift + →
Extend the selection to the last cell on the left that contains data, or to the next cell that contains data, or to the first column	Ctrl + Shift + ←
Extend the selection to the last cell up that contains data, or to the next cell that contains data, or to the first row	Ctrl + Shift + ↑
Extend the selection to the last cell down that contains data, or to the next cell that contains data, or to the last row	Ctrl + Shift + ↓
Extend selection up one screen	Shift + PgUp
Extend selection down one screen	Shift + PgDn
Extend selection right one screen	Alt + Shift + PgDn
Extend selection left one screen	Alt + Shift + PgUp
Extend selection to start of row(s)	Shift + Home
Extend selection to first cell in worksheet	Ctrl + Shift + Home
Extend selection to last cell in worksheet	Ctrl + Shift + End
Toggle 'Extend Selection' mode	F8
Cancel 'Extend Selection' mode	Esc



Select Special	Back To Index
Display 'Go To' dialog box	Ctrl + G OR F5
Select cells with comments	Ctrl + Shift + O
Select current region around active cell	Ctrl + Shift + *
Select current region	Ctrl + A
Select direct precedents	Ctrl + [
Select all precedents	Ctrl + Shift + {
Select direct dependents	Ctrl + ]
Select all dependents	Ctrl + Shift + }
Select visible cells only	Alt + ;

Cell Edit Mode	Back To Index
Edit the active cell	F2
Insert or edit comment	Shift + F2
Delete comment	Shift + F10, M
Cancel editing	Esc
Select one character right	Shift + →
Select one character left	Shift + ←
Move one word right	Ctrl + →
Move one word left	Ctrl + ←
Select one word right	Ctrl + Shift + →
Select one word left	Ctrl + Shift + ←
Select to beginning of cell	Shift + Home
Select to end of cell	Shift + End

Cell Edit Mode - Continued	Back To Index
Delete to end of line	Ctrl + Delete
Delete character to left of cursor	Backspace
Delete character to right of cursor	Delete
Start a new line in the same cell	Alt + Enter

Entering Data	Back To Index
Enter data and move down	Enter
Enter data and move up	Shift + Enter
Enter data and move right	Tab
Enter data and move left	Shift + Tab
Enter data and stay in same cell	Ctrl + Enter
Enter same data in multiple cells (after copying, then selecting cells)	Enter
Insert current date	Ctrl + ;
Insert current time	Ctrl + Shift + :
Fill down from cell above	Ctrl + D
Fill right from cell on left	Ctrl + R
Copy formula from cell above (formula is exact copy)	Ctrl + '
Copy value from cell above	Ctrl + Shift + "
Insert hyperlink	Ctrl + K
Display AutoComplete list	Alt + ↓
Flash II	Ctrl + E

Formatting	Back To Index
Format cells	Ctrl + 1
Display Format Cells with Font tab selected	Ctrl + Shift + F
Apply or remove bold	Ctrl + B
Apply or remove italics	Ctrl + I
Apply or remove underscore	Ctrl + U
Apply or remove strikethrough	Ctrl + 5
Align center	Alt + H, A, C
Align left	Alt + H, A, L
Align right	Alt + H, A, R
Indent	Alt + H, 6
Remove indent	Alt + H, 5
Wrap text	Alt + H, W
Align top	Alt + H, A, T
Align middle	Alt + H, A, M
Align bottom	Alt + H, A, B
Increase font size one step	Alt + H, F, G
Decrease font size one step	Alt + H, F, K

<b>Number Formatting</b>	<b>Back To Index</b>
Apply general format	Ctrl + Shift + ~
Apply number format	Ctrl + Shift + !
Apply time format	Ctrl + Shift + @
Apply date format	Ctrl + Shift + #
Apply currency format	Ctrl + Shift + \$
Apply percentage format	Ctrl + Shift + %
Apply scientific format	Ctrl + Shift + ^

<b>Borders</b>	<b>Back To Index</b>
Open list of border styles from Ribbon	Alt + H , B
Add border around selected cells	Ctrl + Shift + &
Add or remove right border	Alt + H , B R
Add or remove left border	Alt + H , B L
Add or remove top border	Alt + H , B P
Add or remove bottom border	Alt + H , B O
Add all borders to all cells in selection	Alt + H , B A
Remove borders	Ctrl + Shift + -

Formulas	Back To Index
Begin entering a formula	= OR +
Toggle absolute and relative references (in cell edit mode)	F4
Open the Insert Function Dialog Box	Shift + F3
Autosum	Alt + =
Toggle displaying formulas on and off	Ctrl + `
Insert function arguments	Ctrl + Shift + A
Enter array formula	Ctrl + Shift + Enter
Calculate worksheets	F9
Calculate active worksheet	Shift + F9
Force calculate all worksheets	Ctrl + Alt + F9
Evaluate part of a formula (in cell edit mode)	F9
Expand or collapse the formula bar	Ctrl + Shift + U
Display function arguments dialog box	Ctrl + A
Open Name Manager	Ctrl + F3
Create name from values in row(s)/column(s)	Ctrl + Shift + F3
Paste name into formula	F3
Accept function with auto-complete	Tab

Rows and Columns	Back To Index
Display Insert Dialog box	Ctrl + +
Insert selected number of rows	Ctrl + +
Insert selected number of columns	Ctrl + +
Display Delete dialog box	Ctrl + -
Delete selected number of rows	Ctrl + -
Delete selected number of columns	Ctrl + -
Delete contents of selected cells	Delete
Hide columns	Ctrl + 0
Hide rows	Ctrl + 9
Unhide rows	Ctrl + Shift + 9
Group rows or columns (with rows/columns selected)	Alt + Shift + →
Ungroup rows or columns (with rows/columns selected)	Alt + Shift + ←
Open Group Dialog Box (no rows/cols selected)	Alt + Shift + →
Open Ungroup Dialog Box	Alt + Shift + ←
Hide or show outline symbols	Ctrl + 8

<b>Pivot Tables</b>	<b>Back To Index</b>
Create pivot table	Alt + N , V
Select entire pivot table	Ctrl + A
Group pivot table items	Alt + Shift + →
Ungroup pivot table items	Alt + Shift + ←
Hide (lter out) pivot table item	Ctrl + -
Unhide (clear lter on) pivot table item	Alt + H , S C
Insert pivot chart	Alt + N , S Z C

<b>Dialog Boxes</b>	<b>Back To Index</b>
Move to next control	Tab
Move to previous control	Shift + Tab
Move to next tab	Ctrl + Tab
Move to previous tab	Ctrl + Shift + Tab
Accept and apply	Enter
Check and uncheck box	Space
Cancel and close the dialog box	Esc

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