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What is the shortcut keys of ms excel

There are many more function keys in MS Excel 2007, MS Excel 2010, MS Excel 2016, and MS Excel 2019. But the running Basic Excel shortcuts keys which come in our daily use and save time in our daily routines are included. Some Example of shortcuts is as follow arrow keys shift spacebar press ctrl alt-shift. The following is the list of Excel Shortcuts. Shortcuts give the ease of working and improves the speed as well. To help with shortcuts we have brought it at one place for you to follow and placed it category wise to make it easy to remember and locate it easily. Excel Workbook Shortcuts Workbook elated shortcuts deal with the workbooks of the Excel Files. It includes toggling between the worksheets, print preview, minimize, maximize, etc. All list of Workbook related shortcuts are as follows: Shift + F11 - Inserts a new worksheet Ctrl + PgDn - Next Worksheet Ctrl + PgUp - Previous Worksheet Ctrl + Tab - Go to next Workbook F6 - It lets you move to next Pane Shift F6 - It makes you move to the previous pane Ctrl + Shift + Tab - Previous Workbook Ctrl + F9 - Minimize Ctrl + F10 - Maximize Shift + Click - Select Adjacent Worksheets Ctrl + Click - Select non-adjacent Worksheets Ctrl + Shift + F1 - Full Screen Toggle Tab - Move to next control Shift + Tab - Move to the previous control Ctrl + Tab - Move to next Tab Ctrl + Shift + tab - Move to Previous Tab File Shortcuts File related shortcuts generally deal with the shortcuts related to workbooks of Excel. All the workbook or file related shortcuts are as follows: Ctrl + N - New Workbook Ctrl + O - Open Workbook Ctrl + S - Save Workbook F12 - Save As Ctrl + P - Print File Ctrl + F2 - Open Print Preview Ctrl + F4 - Close Workbook Alt + F4 - Close Excel Ctrl + F1 - Expand or close Ribbon Alt - Activate Access Keys Tab - Move to next control on Ribbon F1 - Help Generalized Shortcuts Let's take a look at some generalized MS Excel Shortcuts for manipulating Excel Workbooks. All the Generalized MS Excel Shortcut Keys are as follows: Ctrl + W - Close a Workbook F4 - Repeat Last Command Actions Alt + F + T - Open Options F1 - Open Help Ctrl + Z - Undo Ctrl + Y - Redo Ctrl + C - Copy Ctrl + X - Cut Ctrl + V - Paste Ctrl + Alt + V - Display Paste Special Dialogue Box Ctrl + F - Find Box Ctrl + H - Find and Replace Shift + F4 - Find next match Ctrl + Shift + F4 - Find Previous Match Alt + F1 - Create an Embedded Chart F11 - Create Chart in new Worksheet Navigation Excel Shortcuts Navigation-related shortcuts are the shortcuts that help in moving through the sheet or workbook easily. All the navigation-related shortcuts are as follows: -- - Cell Right -- - Cell left 1 - Cell Up 1 - Cell down Alt + PgDn - Move one screen down Alt + PgUp - Move one screen left PgUp - Screen Up PgDn - Screen Down Ctrl + -- - Right Edge of Data Ctrl + -- - Left Edge of Data Ctrl + 1 - Top Edge of Data Home - Beginning of Row You might be a regular Excel User. Are you? Whether it is about opening a New Worksheet, saving one or running a Report of Presentation in a Meeting you need a good amount of time. It is not like that you can't do the maneuvers on your own but learning Excel Keyboard Shortcuts would help you: To ease your task Cut down the extra efforts that you put in Excel and more importantly it will lend you time that you can prioritize for a better and more important task Let's consider these two Examples for Shortcuts in Excel: Excel Shortcuts insert a row: Press Alt-4, it will insert the initial row. Press F4/Ctrl-Y and Repeat. Hold down the Shift Key, drag, and select Multiple Rows. Press Alt-4, insert as many rows you want Excel shortcut for SUM: Keep the Cursor below or to the left of the columns that you wish to SUM Hold the Alt Key. Press equals '=' sign. Do not leave Alt Key while doing so. Press Enter Turn Filters On or Off shortcuts Ctrl+Shift+L is the keyboard shortcut to turn the filters on/off. Next worksheet / Previous worksheet shortcuts Control + PgDn to move to the next worksheet to the right Control + PgUp to move to the worksheet to the left Move to the edge of excel sheets shortcuts Move Extreme right = Control + Right arrow Move Extreme left = Control + Left arrow Move Extreme up = Control + Up arrow Move Extreme down = Control + Down arrow How did you find these Excel Shortcuts? Don't you think if you had a similar shortcut to perform every task in Excel, how convenient it would be for you? I know you'll be head over heels for Excel if you learn all these essential Shortcuts for Excel. The above steps provide a clear picture of how you can use Excel Shortcuts. These might not look easy at first but once you use them, you'll find these Excel Shortcuts are simply Wow. What else about Excel Shortcuts keys? Creating Reports in Excel is time-consuming but we do have Shortcuts in Excel using which we will save time in navigation, formatting, selecting, and entering Formulas for our Data. You can also learn such more tricks in Excel Dashboard Course How do you think about the idea of Excel Shortcuts here? What if the Excel Shortcuts can ease out these tasks? Definitely, it can. I don't think there is any Excel User, who vigorously uses Excel will dislike the idea of Using Excel Shortcut keys. This will not only save your time but also save you from the extra efforts and pain that you put in using Excel while you deal with heaps of Data. FAQs of Excel Shortcuts 1. How to put the time in Excel Shortcut? To insert Time in Excel, follow the steps: Select the Tab in which you wish to insert the time Press Ctrl + Shift + ; (semicolon) The current time will be inserted 2. How to put the date in the excel shortcut? To insert Date in Excel, follow the steps: Select the Tab in which you wish to insert the date Press Ctrl + ; (semicolon) The current date will be inserted 3. How to put a date in the excel shortcut? The following are the frequently used shortcuts in macOS: Paste - + V or Ctrl + V Copy - + C or Ctrl + C Clear - Delete Save - + S or Ctrl + S Undo - + Z or Ctrl + Z Redo - + Y or Ctrl + Y or + Shift + Z Cut - + X or Ctrl + X Bold - + B or Ctrl + B Print - + P or Ctrl + P Open Visual Basic - Option F11 Fill Down - + D or Ctrl + D Fill Right - + R or Ctrl + R Insert Cells - Ctrl + Shift + = Delete Cells - + - (hyphen) or Ctrl + Hyphen Calculate all the open workbooks - + = or F9 Close window - +W or Ctrl + W Quit Excel - +Q Display the Go To dialog - Ctrl + G or F5 Display the Format Cells dialog - +1 or Ctrl + 1 Display the Replace dialog - Ctrl + H or + Shift + H Paste Special - +Ctrl + V or Ctrl + Option + V or + Option + V Underline - +U Italic - +I or Ctrl + I or Ctrl + 1 New blank workbook - + N New workbook from template - + Shift + P Display the Save As dialog - + Shift + S Display the Help window - F1 or +Forward slash (/) Select All - +A or + Shift + Spacebar Add or remove a filter - + Shift + F 4. What is shortcut key for search in Excel? Ctrl + F is used to search in Excel 5. How do I create a Shortcut key in excel? To assign your own shortcuts in Excel, follow the steps: Click on File > Options tab Click on Customize Ribbon Select Customize option at the bottom of the Customize ribbon dialog box In the Save Changes box, select the document for which you want to customize In categories box, select the category or the command Select New Shortcut Key Box, assign the shortcut of your choice Select assign and the changes will be made. 6. What is the shortcut for format cells in excel? Ctrl + Shift + = is the shortcut for general format cells in Excel. 7. What is the shortcut for saving in excel? Ctrl + S is the key to save in excel. 8. How to open a new sheet in excel? Use Ctrl+ N keys to open new sheet in excel Updated: 03/13/2021 by Computer Hope Below is a listing of most of the major shortcut keys and key combinations usable in Microsoft Excel. See the computer shortcuts page if you are looking for shortcut keys used in other programs. Tip To search for a specific item, modifier, or function, press Ctrl+F on your keyboard, type in keywords, and then click the up and down arrows. Note Some of the Microsoft Excel shortcut keys below may not work in Excel 365. Shortcut Description Tab Move to the next cell, to the right of the currently selected cell. Ctrl+A Select all contents of a worksheet. Ctrl+B Bold all cells in the highlighted section. Ctrl+C Copy all cells in the highlighted section. Ctrl+D Fill down. Fills the cell beneath with the contents of the selected cell. To fill more than one cell, select the source cell and press Ctrl+Shift+Down arrow to select multiple cells. Then press Ctrl+D to fill them with the contents of the original cell. Ctrl+F Search current sheet. Ctrl+G Go to a certain area. Ctrl+H Find and replace. Ctrl+I Puts italics on all cells in the highlighted section. Ctrl+K Inserts a hyperlink. Ctrl+L Opens the Create Table dialog box. Ctrl+N Creates a new workbook. Ctrl+O Opens a workbook. Ctrl+P Print the current sheet. Ctrl+R Fill right. Fills the cell to the right with the contents of the selected cell. To fill more than one cell, select the source cell and press Ctrl+Shift+Right arrow to select multiple cells. Then press Ctrl+R to fill them with the contents of the original cell. Ctrl+S Saves the open worksheet. Ctrl+T Open the Create Table dialog box. Ctrl+U Underlines all cells in the highlighted section. Ctrl+V Pastes everything copied onto the clipboard. Ctrl+W Closes the current workbook. Ctrl+X Cuts all cells in the highlighted section. Ctrl+Y Repeats the last entry (redo). Ctrl+Z Undo the last action. Ctrl+1 Changes the format of the selected cells. Ctrl+2 Bolds all cells in the highlighted section. Ctrl+3 Puts italics all cells in the highlighted section. Ctrl+4 Underlines all cells in the highlighted section. Ctrl+5 Puts a strikethrough all cells in the highlighted section. Ctrl+6 Shows or hides objects. Ctrl+7 Shows or hides the toolbar. Ctrl+8 Toggles the outline symbols. Ctrl+9 Hides rows. Ctrl+0 Hides columns. Ctrl+Enter - Enters the current time. Ctrl+; - Enters the current date. Ctrl+' - Changes between displaying cell values or formulas in the worksheet. Ctrl+' Copies a formula from the cell above. Ctrl+Shift+' Copies value from cell above. Ctrl+- Deletes the selected column or row. Ctrl+Shift+= Inserts a new column or row. Ctrl+Shift+-- Switches between showing Excel formulas or their values in cells. Ctrl+Shift+@ Applies time formatting. Ctrl+Shift+! Applies comma formatting. Ctrl+Shift+\$ Applies currency formatting. Ctrl+Shift+# Applies date formatting. Ctrl+Shift+% Applies percentage formatting. Ctrl+Shift+^ Applies exponential formatting. Ctrl+Shift+* Selects the current region around the active cell. Ctrl+Shift+& Places border around selected cells. Ctrl+Shift+ - Removes a border. Ctrl++ - Insert. Ctrl+- Delete contents of the currently-active cell. Ctrl+Shift+ (Unhide rows. Ctrl+Shift+) Unhide columns. Ctrl+/ Selects the array containing the active cell. Ctrl+| Selects the cells with a static value or don't match the formula in the active cell. Ctrl+[Selects all cells referenced by formulas in the highlighted section. Ctrl+] Selects cells that contain formulas that reference the active cell. Ctrl+Shift+ { Selects all cells directly or indirectly referenced by formulas in the highlighted section. Ctrl+Shift+} Selects cells which contain formulas that directly or indirectly reference the active cell. Ctrl+Shift+| (pipe) Selects the cells within a column that don't match the formula or static value in the active cell. Ctrl+Enter Fills the selected cells with the current entry. Ctrl+Spacebar Selects the entire column. Ctrl+Shift+Spacebar Selects the entire worksheet. Ctrl+Home Move to cell A1. Ctrl+End Move to last cell with text on the worksheet. Ctrl+Tab Move between Two or more open Excel files. Ctrl+Shift+Tab Activates the previous workbook. Ctrl+Shift+A Inserts argument names into a formula. Ctrl+Shift+F Opens the drop-down menu for fonts. Ctrl+Shift+O Selects all of the cells that contain comments. Ctrl+Shift+P Opens the drop-down menu for point size. Shift+Insert Pastes what is stored on the clipboard. Shift+Page Up In a single column, highlights all cells above that are selected. Shift+Page Down In a single column, highlights all cells below that are selected. Shift+Home Highlights all text to the left of the cursor. Shift+End Highlights all text to the right of the cursor. Shift+Up Arrow Extends the highlighted area up one cell. Shift+Down Arrow Extends the highlighted area down one cell. Shift+Left Arrow Extends the highlighted area left one character. Shift+Right Arrow Extends the highlighted area right one character. Alt+Tab Cycles through applications. Alt+Spacebar Opens the system menu. Alt+Backspace Undo. Alt+Enter While typing text in a cell, pressing Alt+Enter moves to the next line, allowing for multiple lines of text in one cell. Alt+= Creates a formula to sum all of the above cells. Alt+' Allows formatting on a dialog box. F1 Opens the help menu. F2 Edits the selected cell. F3 After a name is created, F3 pastes names. F4 Repeats last action. For example, if you changed the color of text in another cell, pressing F4 changes the text in cell to the same color. F5 Goes to a specific cell. For example, C6. F6 Move to the next pane. F7 Spell check selected text or document. F8 Enters Extend Mode. F9 Recalculates every workbook. F10 Activates the menu bar. F11 Creates a chart from selected data. F12 Save As option. Shift+F1 Opens the "What's This?" window. Shift+F2 Allows the user to edit a cell comment. Shift+F3 Opens the Excel formula window. Shift+F5 Brings up a search box. Shift+F6 Move to previous pane. Shift+F8 Add to selection. Shift+F9 Performs calculate function on active sheet. Ctrl+F3 Open Excel Name Manager. Ctrl+F4 Closes current window. Ctrl+F5 Restores window size. Ctrl+F6 Next workbook. Ctrl+Shift+F6 Previous workbook. Ctrl+F7 Moves the window. Ctrl+F8 Resizes the window. Ctrl+F9 Minimize current window. Ctrl+F10 Maximize currently selected window. Ctrl+F11 Inserts a macro sheet. Ctrl+F12 Opens a file. Ctrl+Shift+F3 Creates names using those of either row or column labels. Ctrl+Shift+F6 Moves to the previous worksheet window. Ctrl+Shift+F12 Prints the current worksheet. Alt+F1 Inserts a chart. Alt+F2 Save As option. Alt+F4 Exits Excel. Alt+F8 Opens the macro dialog box. Alt+F11 Opens the Visual Basic editor. Alt+Shift+F1 Creates a new worksheet. Alt+Shift+F2 Saves the current worksheet.

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