

Excel Shortcuts Quick Reference

WORKBOOK

CTRL+O	Opens a workbook
CTRL+N	Create a new workbook
CTRL+P	Displays the print dialog box
CTRL+S	Save the workbook
CTRL+W	Closes the selected workbook
CTRL+F2	Displays print view
F9	Calculates all open workbooks
SHIFT+F9	Calculates the active worksheet
CTRL+F10	Maximize / restore workbook
SHIFT+F11	Inserts a new worksheet
F12	Displays the Save As dialog box

FORMATTING

CTRL+SHIFT+~	Applies general format
CTRL+SHIFT+\$	Applies currency format with two decimal places
CTRL+SHIFT+%	Applies percentage format with no decimal places.
CTRL+SHIFT+#	Applies date format
CTRL+SHIFT+@	Applies time format
CTRL+SHIFT+!	Applies the Number format with two decimal places, thousands separator
CTRL+1	Displays the Format Cells box

GENERAL

CTRL+~	Toggles values and formulas
SHIFT+F3	Insert Function dialog box
CTRL+F3	Name manager box
ALT+M+V	Evaluate formula box
CTRL+SHIFT+U	Expand /collapse of the formula bar
CTRL+F1	Displays or hides the Ribbon
CTRL+SHIFT+L	Applies / removes filter
ALT+A+Q	Advanced filter
ATL+T+O	Excel options

SELECTION

CTRL+A	Selects the entire worksheet (Press 3 times)
F8	Toggles extend mode
CTRL+SPACEBAR	Selects an entire column
SHIFT+SPACEBAR	Selects an entire row

EDITING

CTRL+SHIFT+:	Enters the current time
CTRL+;	Enters the current date
CTRL+C	Copies the selected cells
CTRL+D	Copies topmost cell of a range into the cells below
CTRL+R	Copies leftmost cell of a range into cells to right
CTRL+F	Find dialog box
CTRL+H+	Replace dialog box
CTRL+K	Edit hyperlink
CTRL+T	Create Table dialog box
CTRL+V	Paste
CTRL+ALT+V	Paste Special Dialog box
CTRL+X	Cuts the selected cells
CTRL+Z	Undoes last action
SHIFT+F2	Adds / edits comment
F4	Generates absolute and relative references
F7	Spell check
ALT+=	Autosum
ALT+F8	Opens Macro Dialog box
ALT+F11	Opens VB Editor
ALT+D+P	Opens pivot table wizard
ALT+A+M	Removes duplicates
ALT+A+E	Text to columns Wizard
ALT+ENTER	Enters a new line
ALT+D+L	Data validation

NAVIGATION

TAB	Left cell to right cell
SHIFT+TAB	Right cell to left cell
CTRL+G or F5	Go To dialog box
CTRL+END	Moves to last used cell
CTRL+Home	Moves to the first used cell
ALT+PAGE DOWN	Moves one screen to the right in a worksheet.
CTRL+PAGE DOWN	Moves to the next sheet in a workbook
ALT+PAGE UP	Moves one screen to the left in a worksheet
CTRL+PAGE UP	Moves to the previous sheet in a workbook
CTRL+Arrow	Moves to the edge of the current data region

Friendly Excel 50 For Windows

Karin Nielsen-Saines



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Table of Contents Friendly Excel 50 For Windows

1. Understanding the eBook Friendly Excel 50 For Windows
 - The Rise of Digital Reading Friendly Excel 50 For Windows
 - Advantages of eBooks Over Traditional Books
2. Identifying Friendly Excel 50 For Windows
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Friendly Excel 50 For Windows
 - User-Friendly Interface
4. Exploring eBook Recommendations from Friendly Excel 50 For Windows
 - Personalized Recommendations
 - Friendly Excel 50 For Windows User Reviews and Ratings
 - Friendly Excel 50 For Windows and Bestseller Lists
5. Accessing Friendly Excel 50 For Windows Free and Paid eBooks

- Friendly Excel 50 For Windows Public Domain eBooks
- Friendly Excel 50 For Windows eBook Subscription Services
- Friendly Excel 50 For Windows Budget-Friendly Options
- 6. Navigating Friendly Excel 50 For Windows eBook Formats
 - ePub, PDF, MOBI, and More
 - Friendly Excel 50 For Windows Compatibility with Devices
 - Friendly Excel 50 For Windows Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Friendly Excel 50 For Windows
 - Highlighting and Note-Taking Friendly Excel 50 For Windows
 - Interactive Elements Friendly Excel 50 For Windows
- 8. Staying Engaged with Friendly Excel 50 For Windows
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Friendly Excel 50 For Windows
- 9. Balancing eBooks and Physical Books Friendly Excel 50 For Windows
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Friendly Excel 50 For Windows
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Friendly Excel 50 For Windows
 - Setting Reading Goals Friendly Excel 50 For Windows
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Friendly Excel 50 For Windows
 - Fact-Checking eBook Content of Friendly Excel 50 For Windows
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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