

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

Liying Dong



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remote policy management using Intune Configuration Manager Group Policy Defender for Endpoint and other Microsoft 365 and Azure cloud security technologies In the last section you ll discover how to protect detect and respond with security monitoring reporting operations testing and auditing By the end of this book you ll have developed an understanding of the processes and tools involved in enforcing security controls and implementing zero trust security principles to protect Windows systems What you will learn Build a multi layered security approach using zero trust concepts Explore best practices to implement security baselines successfully Get to grips with virtualization and networking to harden your devices Discover the importance of identity and access management Explore Windows device administration and remote management Become an expert in hardening your Windows infrastructure Audit assess and test to ensure controls are successfully applied and enforced Monitor and report activities to stay on top of vulnerabilities Who this book is for If you re a cybersecurity or technology professional solutions architect systems engineer systems administrator or anyone interested in learning how to secure the latest Windows based systems this book is for you A basic understanding of Windows security concepts Intune Configuration Manager Windows PowerShell and Microsoft Azure will help you get the best out of this book

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