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EXCEL Shortcuts Handbook

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#3

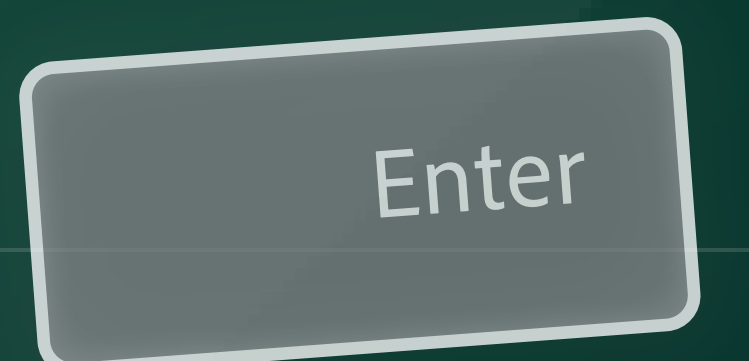


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Most Used EXCEL Shortcuts

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GENERAL

Alt F1

Create embedded chart

F11

Create chart in new worksheet

Ctrl Shift F4

Find previous match

Shift F4

Find next match

Ctrl Alt V

Display the Paste Special dialog box

F4

Repeat last action

Ctrl W

Close current workbook

Alt F4

Close Excel

Ctrl N

Create new workbook

Ctrl O

Open workbook

NAVIGATION

Alt **PgDn**

Move one screen right

Alt **PgUp**

Move one screen left

PgUp

Move one screen up

PgDn

Move one screen down

Ctrl **→**

Move to right edge of data region

Ctrl **←**

Move to left edge of data region

Home

Move to beginning of row

Ctrl **End**

Move to last cell in worksheet

Ctrl **Home**

Move to first cell in worksheet

FORMATTING

Alt H A C

Align center

Alt H A L

Align left

Alt H A R

Align right

Alt H F G

Increase font size one step

Alt H F K

Decrease font size one step

Ctrl Shift \$

Currency Format

Ctrl Shift %

Percentage Format

Ctrl Shift ^

Scientific Number Format

Ctrl Shift #

Date Format

Ctrl Shift @

Time Format

Ctrl Shift !

Number Format

Ctrl Shift _

Remove borders

Ctrl ;

Enter Current Date

Ctrl :

Enter Current Time

WORKBOOK

Shift **F11**

Insert new worksheet

Ctrl **PgDn**

Go to next worksheet

Ctrl **PgUp**

Go to previous worksheet

F6

Move to next pane

Shift **F6**

Move to previous pane

Ctrl **Tab**

Go to next workbook

Ctrl **Shift** **Tab**

Go to previous workbook

Ctrl **F9**

Minimize current workbook window

Ctrl **F10**

Maximize current workbook window

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EXCEL Shortcuts Alphabet



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Ctrl A **Select All**

Ctrl B **Bold**

Ctrl C **Copy**

Ctrl D **Fill Down**

Ctrl E **Flash Fill**

Ctrl F **Find**

Ctrl G **Go to**

Ctrl H **Find & Replace**

Ctrl I **Italic**

Ctrl J **Justify**

- Ctrl K** Hyperlink
- Ctrl L** Convert Data to Table Format
- Ctrl M** Indent the Selected Cells
- Ctrl N** New Workbook
- Ctrl O** Open Workbook
- Ctrl P** Print
- Ctrl Q** Quit Excel
- Ctrl R** Fill Right
- Ctrl S** Save Workbook
- Ctrl T** Create a Table

Ctrl U Underline

Ctrl V Paste

Ctrl W Close Workbook

Ctrl X Cut

Ctrl Y Redo

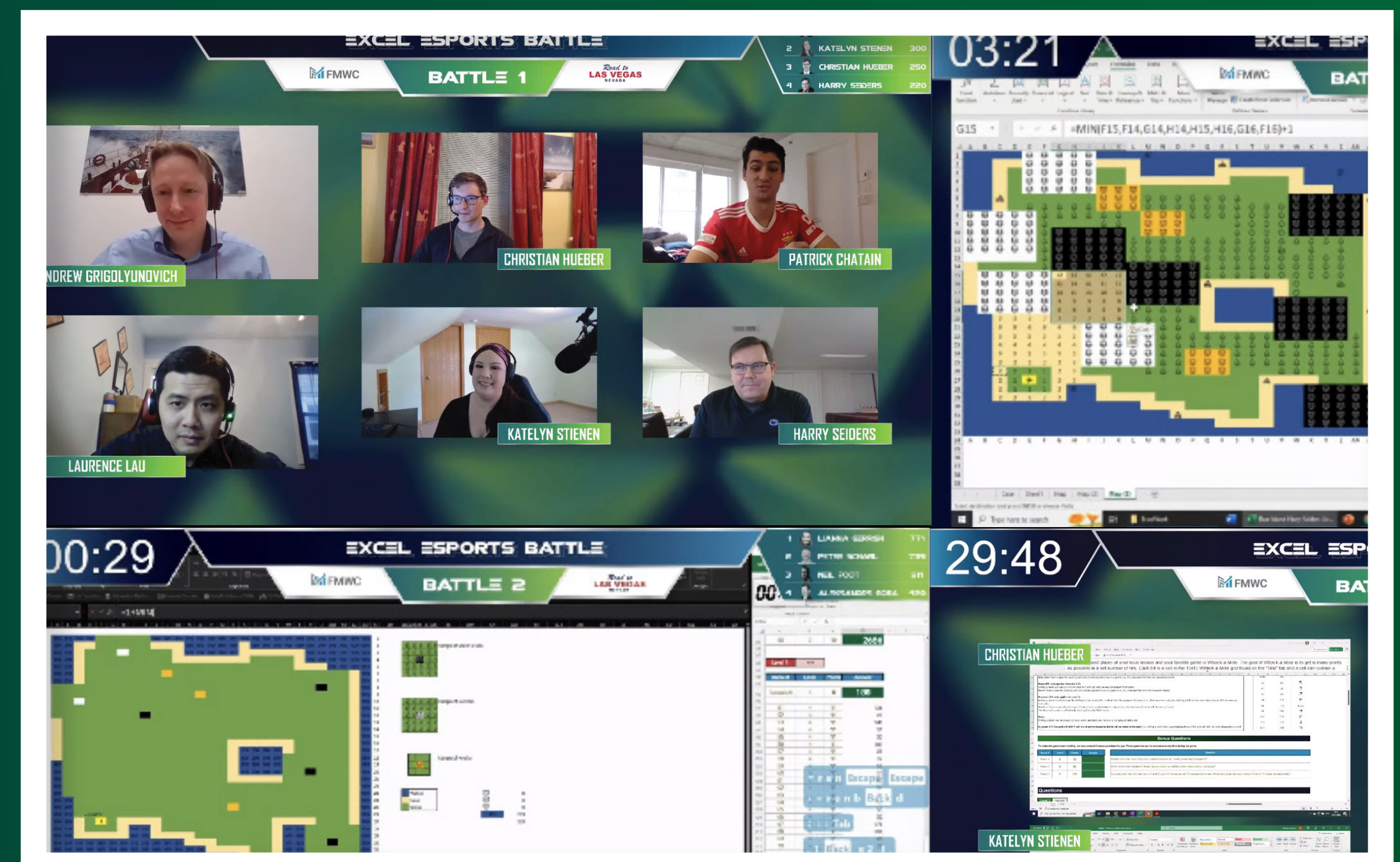
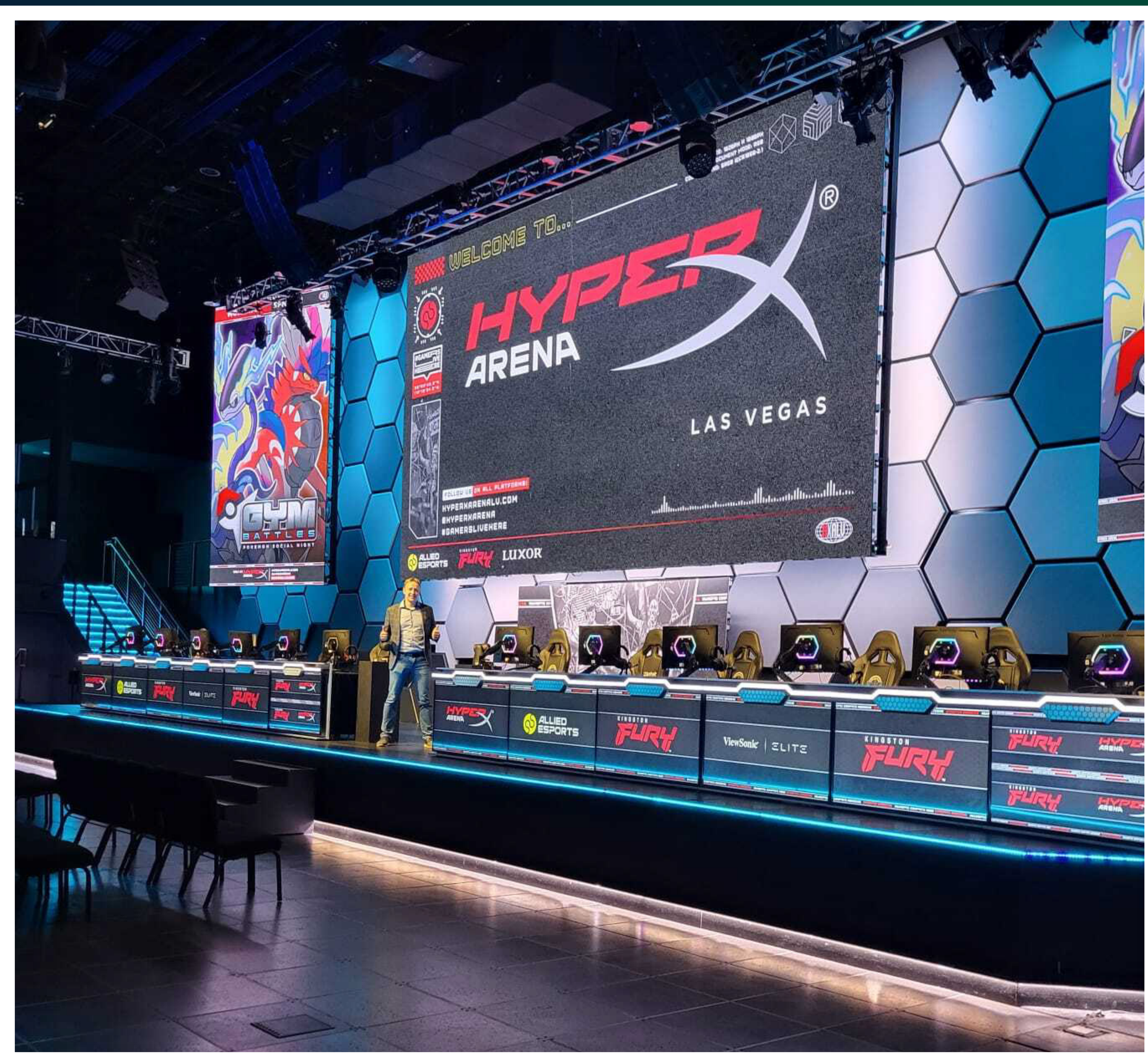
Ctrl Z Undo

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EXCEL Ctrl + 0-9 Shortcuts



- Ctrl 0** Hide the selected columns
- Ctrl 1** Open the Format Cells dialog
- Ctrl 2** Apply or remove Bold formatting to font (CTRL+B)
- Ctrl 3** Apply or remove Italics formatting to font (CTRL+I)
- Ctrl 4** Apply or remove Underline formatting to font (CTRL+U)
- Ctrl 5** Apply or remove strikethrough formatting to font
- Ctrl 6** Switch between hiding objects, displaying objects, and displaying placeholders for objects
- Ctrl 7** None
- Ctrl 8** Display or hide the outline symbols
- Ctrl 9** Hide the selected rows

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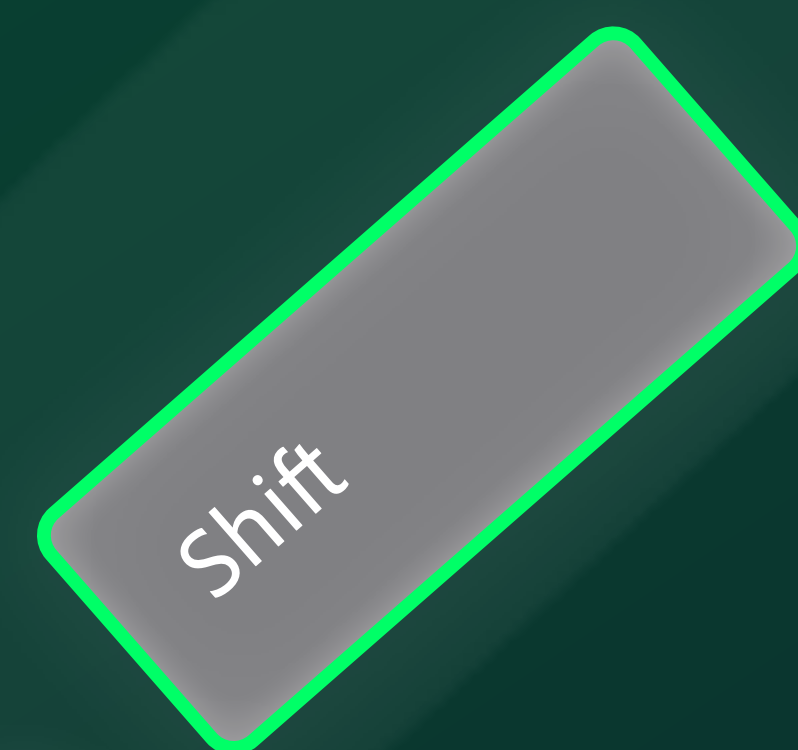


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EXCEL Ctrl + Shift Shortcuts

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Ctrl **Shift**

Ctrl+Shift, then scroll your mouse wheel up to go left, down to go right

Ctrl **Shift** **A**

Insert argument names and parentheses when the insertion point is to the right of a function name in a formula

Ctrl **Shift** **F** or **P**

Format fonts in the Format Cells dialog

Ctrl **Shift** **G**

Open the Workbook Statistics dialog

Ctrl **Shift** **L**

Apply / Remove Auto-filter

Ctrl **Shift** **O**

Select all cells containing Notes (earlier called comments)

Ctrl **Shift** **U**

Apply / Remove Auto-filter

Ctrl **Shift** **F2**

Insert a threaded comment /
Open and reply to a threaded comment

Ctrl **Shift** **F3**

Open create name from selection dialog box

Ctrl **Shift** **F6**

Switches between all Excel windows

Ctrl **Shift** **F10**

Open the context menu

Ctrl **Shift** **F12**

Opens print worksheet dialog box

Ctrl **Shift** **+**

Open the Insert dialog to insert blank cells

Ctrl **Shift** **:**

Enter the current time

Ctrl **Shift** **-**

Remove the outline border from the selected cells

Ctrl **Shift** **~**

Apply the General number format

Ctrl **Shift** **=**

Insert Rows / Columns when row column is selected or display insert menu when cell is selected

Ctrl **Shift** **1**

Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values

Ctrl **Shift** **2**

Apply the Time format with the hour and minute, and AM or PM

Ctrl **Shift** **3**

Apply the Date format with the day, month, and year

Ctrl **Shift** **4**

Apply the Currency format with two decimal places (negative numbers in parentheses)

Ctrl **Shift** **5**

Apply the Percentage format with no decimal places

Ctrl **Shift** **6**

Apply the Scientific number format with two decimal places

Ctrl **Shift** **7**

Apply an outline border to the selected cells

Ctrl **Shift** **8**

Select the current region around the active cell

Ctrl **Shift** **9**

Unhide Rows

Ctrl **Shift** **Space**

Select the entire worksheet (equivalent to CTRL+A) Select all objects on a worksheet when an object is selected

Ctrl **Shift** **PgDn**

Select the current and next sheet in a workbook

Ctrl **Shift** **PgUp**

Select the current and previous sheet in a workbook

Ctrl **Shift** **Home**

Extend the selection of cells to the beginning of the worksheet



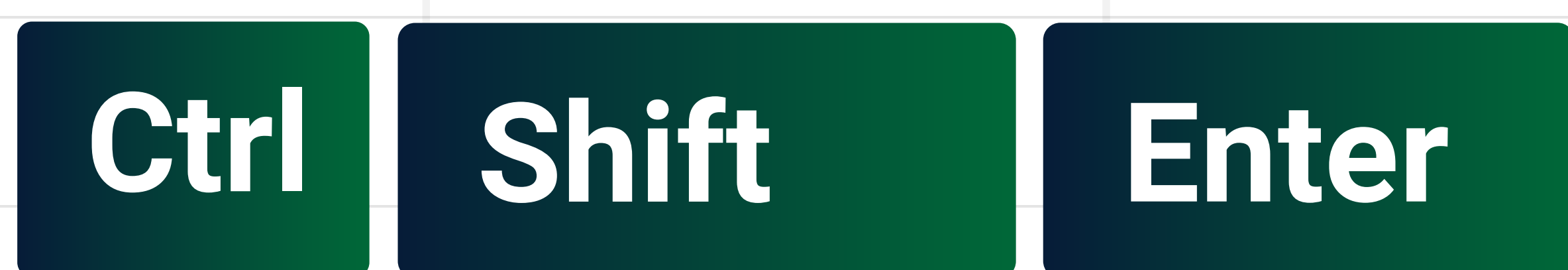
Extend the selection of cells to the last used cell on the worksheet



Extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell



Switches to the previous tab in a dialog, or (if no dialog is open) switches between all Excel windows



Confirm a formula as Array formula



Copy the value from the cell above the active cell into the cell or the formula bar

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