

CTRL Shortcuts		Formatting Shortcuts			
CTRL + A.	Select All	ALT + '	Display style	Arrow keys	Move to new cells
CTRL + B	Bold	ALT + H + 0	Increase decimal	ALT + Down Arrow	Display a drop-down list
CTRL + C	Copy	ALT + H + 9	Decrease decimal	CTRL + Pg Up/Down	Switch worksheets
CTRL + ALT + V	Paste Special	CTRL + 1	Format Box	CTRL + Tab	Switch workbooks
CTRL + D	Fill Down	SHIFT + CTRL + ~	General format	CTRL + Arrow keys	Go to end of contiguous range
CTRL + F	Find	SHIFT + CTRL + !	Number format	SHIFT + Arrow keys	Select a cell range
CTRL + G	Go to	SHIFT + CTRL + @	Time format	SHIFT + CTRL + Arrow keys	Highlight contiguous range
CTRL + H	Replace	SHIFT + CTRL + #	Date format	Home	Go to beginning of line
CTRL + I	Italic	SHIFT + CTRL + \$	Currency format	CTRL + Home	Move to cell "A1"
CTRL + K	Insert Hyperlink	SHIFT + CTRL + %	Percentage format	ENTER	Move to cell below
CTRL + N	New Workbook	SHIFT + CTRL + ^	Exponential format	SHIFT + ENTER	Move to cell above
CTRL + O	Open File	SHIFT + CTRL + &	Outline border	TAB	Move to cell to the right
CTRL + P	Print	SHIFT + CTRL + _	Remove border	SHIFT + TAB	Move to cell to the left
CTRL + R	Fill right	SHIFT + CTRL + *	Select region		
CTRL + S	Save workbook	SHIFT + CTRL + Enter	Enter array formula	When inside cell...	
CTRL + T	Create Table	SHIFT + Spacebar	Highlight row	ALT + ENTER	Start new line in cell (Wrap text)
CTRL + U	Underline	CTRL + Spacebar	Highlight column	SHIFT + Arrow keys	Highlight within cells
CTRL + V	Paste	SHIFT + ALT + Right Arrow	Group rows/columns	SHIFT + CTRL + Arrow keys	Highlight contiguous items
CTRL + W	Close window	SHIFT + ALT + Left Arrow	Ungroup rows/columns	F4	Anchor "Fix" Cells
CTRL + X	Cut	CTRL + Minus sign	Delete selected cells	F7	Spell check
CTRL + Y	Repeat	SHIFT + CTRL + Plus Sign	Insert blank cells	SHIFT + F2	Insert a comment
CTRL + Z	Undo	ALT + P + V + G	View gridlines	CTRL + F3	Name a cell
CTRL + 1	Format Box	ALT + P + V + H	View headings	ALT + N + V	Pivot table
CTRL + 5	Strike-through			ALT + N + K	Insert charts
CTRL + 9	Hide row	Function Key Shortcuts		ALT + P + S + P	Page setup
SHIFT + CTRL + 9	Unhide row	F1	Excel Help Menu	ALT + A + S	Sort options
CTRL + 0	Hide column	F2	Edit cells	ALT + A + F + W	Data from web
SHIFT + CTRL + 0	Unhide column	F3	Paste Name		
CTRL + ~	Show formulas/values	F4	Repeat or anchor cells	Formulas and Auditing	
CTRL + '	Copy above formula	F5	"Go to"	= (equals sign)	Start a formula
CTRL + [Precedents	F6	Zoom, task, sheet, split	SHIFT + F3	Display "Insert Function" box
CTRL +]	Dependents	F7	Spell check	ALT + "="	Insert AutoSum formula
CTRL + ;	Display date	F8	Anchor to highlight	CTRL + ' (apostrophe)	Copy formula from above cell
SHIFT + CTRL + :	Display time	F9	Recalculate workbooks	SHIFT + CTRL + " (quote)	Copy value from above cell
CTRL + Space	Select column	F10	Activate menu bar	CTRL + ~	Show formulas/values
CTRL + Enter	Fill selection w/ entry	F11	New chart	ALT + M + P	Trace immediate precedents
		F12	Save as	ALT + M + D	Trace immediate dependents
ALT Shortcuts				ALT + M + A + A	Remove tracing arrows
ALT + Tab	Switch program	SHIFT + F2	Insert a comment	ALT + M + V	Evaluate formula
ALT + '	Display style	SHIFT + F3	"Insert Function" Box	ALT + R + G	Track changes
CTRL + ALT + V	Paste special box	SHIFT + F4	Find Next	ALT + W + G	Zoom to selection
CTRL + ALT + V + T	Paste format only	SHIFT + F5	Find	CTRL + [Go to precedent cells
ALT + F + A	Save As	SHIFT + F6	Zoom, task, sheet	CTRL +]	Go to dependent cells
ALT + W + S	(Un)split panes	SHIFT + F8	Add to selection	SHIFT + CTRL + {	Trace all precedents (indirect)
ALT + W + F	(Un)freeze windows	SHIFT + F9	Calculate active sheet	SHIFT + CTRL + }	Trace all dependents (indirect)
ALT + H + O + M	Move/ Copy a sheet	SHIFT + F10	Display shortcut menu	F5 + Enter	Go back to original cell
ALT + H + D + S	Delete worksheet	SHIFT + F11	New worksheet		
ALT + W + Q	Change view sizing	CTRL + F1	Min / Restore Ribbon		
ALT + H + O + I	Fit column width	CTRL + F3	Name a cell		
ALT + H + O + R	Change tab name	CTRL + F4	Close window		
ALT + H + E + A	Clear cell	CTRL + F9	Minimize workbook		
ALT + H + H + L	Conditional format	CTRL + F10	Maximize window		
ALT + H + A	Align	CTRL + F12	Open File		
ALT + H + F + P	Format painter	Windows + D	Minimize program		
ALT + H + F	Formatting	Windows +E	Windows explorer		
ALT + F + W + V	Print preview				
ALT + F4	Close program	ALT + A + W + T	Insert Data Table Function		
ALT + F8	Macro box				
ALT + F11	Visual basic editor	ALT + W + M + R	Record a Macro		



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