

Address: Street No. 5, Madhu Vihar, Uttam Nagar, New Delhi 110059

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EXCEL SHORT-CUT KEYS

Function Keys	
Shortcut Key:	Functionality:
F1	Displays The Microsoft Office Excel Help Task Pane
F2	Edits The Active Cell, Putting The Cursor At The End
F3	Displays The Paste Name Dialog Box
F4	Repeats The Last Command Or Action, If Possible
F5	Displays The Go To Dialog Box
F6	Switches Between The Worksheet, Ribbon, Task Pane, And Zoom Controls
F7	Displays The Spelling Dialog Box
F8	Turns Extend Mode On Or Off
F9	Calculates All Worksheets In All Open Workbooks
F10	Turns Key Tips On Or Off
F11	Creates A Chart (On A Chart Sheet) Using The Highlighted Range
F12	Displays The Save As Dialog Box

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EXCEL SHORT-CUT KEYS

CTRL + Number Keys	
Shortcut Key:	Functionality:
Ctrl + 0	Hides The Selected Columns
Ctrl + 1	Displays The Format Cells Dialog Box
Ctrl + 2	Toggles Bold On The Current Selection
Ctrl + 3	Toggles Italics On The Current Selection
Ctrl + 4	Toggles Underlining On The Current Selection
Ctrl + 5	Toggles The Strikethrough Of Text On The Current Selection
Ctrl + 6	Alternates Between Hiding Objects, Displaying Objects, And Displaying Placeholders For Objects
Ctrl + 8	Toggles The Display Of Outline Symbols
Ctrl + 9	Hides The Selected Rows

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EXCEL SHORT-CUT KEYS

Other Shortcuts Keys	
Shortcut Key:	Functionality:
Ctrl + Shift + =	Displays The Insert Dialog Box
Ctrl + Backspace	Scrolls To Display The Active Cell
Ctrl + Shift + U	Switches Between Expanding And Collapsing Of The Formula Bar

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EXCEL SHORT-CUT KEYS

Selecting Data	
Shortcut Key:	Functionality:
Ctrl + \	Selects The Cells In A Selected Row That Do Not Match The Value In The Active Cell
Ctrl + Shift + \	Selects The Cells In A Selected Column That Do Not Match The Value In The Active Cell
Ctrl + /	Selects The Array Containing The Active Cell
Alt + ;	Selects The Visible Cells In The Current Selection
Ctrl + Shift + *	Selects The Current Region Around The Active Cell (Surrounded By Blank Rows And Columns). In A PivotTable, It Selects The Entire PivotTable Report
Ctrl + [Selects All The Cells That Are Directly Referred To By The Formula In The Active Cell (Precedents)
Ctrl + Shift + [Selects All The Cells That Are Directly (Or Indirectly) Referred To By The Formula In The Active Cell
Ctrl +]	Selects All The Cells That Directly Refer To The Active Cell (Dependents)
Ctrl + Shift +]	Selects All The Cells That Directly (Or Indirectly) Refer To The Active Cell
Ctrl + Shift + Down	Page Selects The Active Worksheet And The One After It
Ctrl + Shift + PageUp	Selects The Active Worksheet And The One Before It
Ctrl + Shift + Spacebar	Selects All The Objects On A Worksheet When An Object Is Selected Or Selects The Entire Worksheet
Ctrl + Spacebar	Selects An Entire Column In A Worksheet
Shift + Spacebar	Selects An Entire Row In A Worksheet
Shift + Arrow Key	Selects The Active Cell And The Cell In The Given Direction
Shift + Backspace	Selects The Active Cell When Multiple Cells Are Selected

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EXCEL SHORT-CUT KEYS

Extending Data	
Shortcut Key:	Functionality:
Ctrl + Shift + Arrow Key	Extends The Selection To The Last Non-Blank Cell In The Same Column Or Row As The Active Cell, Or If The Next Cell Is Blank, Extends The Selection To The Next Non-Blank Cell
Ctrl + Shift + End	Extends The Selection To The Last Used Cell On The Worksheet
Ctrl + Shift + Home	Extends The Selection To The Beginning Of The Worksheet
Shift + Arrow Key	Extends The Selection By One Cell In That Direction
Shift + Home	Extends The Selection To The First Column
Shift + Page Down	Extends The Selection Down One Screen
Shift + Page Up	Extends The Selection Up One Screen
End, Shift + Arrow Key	Extends The Selection To The Next Non-Blank Cell In That Direction

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