1001 MICROSOFT EXCEL SHORTCUTS BY FIRSTLOOK DIGITAL MEDIA
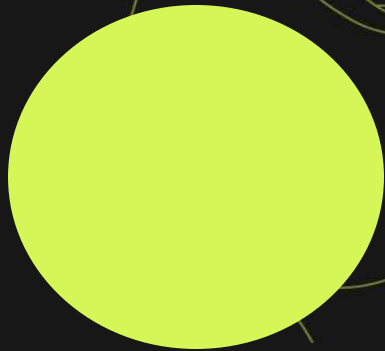
Table Of Contents

1001 MICROSOFT EXCEL SHORTCUTS BY **FIRSTLOOK DIGITAL MEDIA**

Technical Note:

Some of these shortcuts may vary depending on the version of Excel you are using.

1. Copy and Paste - Ctrl + C, Ctrl + V

2. Cut - Ctrl + X

3. Undo - Ctrl + Z

4. Redo - Ctrl + Y

5. Bold - Ctrl + B

6. Italic - Ctrl + I

7. Underline - Ctrl + U

8. Centre align - Ctrl + E

9. Fill down - Ctrl + D

10. Fill right - Ctrl + R

11. Autofill - Double click on the fill handle (bottom right corner of the selected cell)

12. Delete cell contents - Ctrl + Del

13. Delete entire row - Ctrl + - (minus sign)

14. Delete entire column - Ctrl + Shift + - (minus sign)

15. Format painter - Ctrl + Shift + C

16. Find and Replace - Ctrl + F

17. Go to cell - Ctrl + G

18. Wrap text - Ctrl + 1

19. Merge cells - Ctrl + Shift + M

20. Unmerge cells - Ctrl + Shift + U

21. Insert row - Ctrl + + (plus sign)

22. Insert column - Ctrl + Shift + + (plus sign)

23. Hide row - Ctrl + 9

24. Hide column - Ctrl + 0

25. Unhide row - Ctrl + Shift + 9

26. Unhide column - Ctrl + Shift + 0

27. Select entire worksheet - Ctrl + A

28. Select entire column - Ctrl + Space

29. Select entire row - Shift + Space

30. New sheet - Ctrl + Shift + N

31. Save - Ctrl + S

32. Print - Ctrl + P

33. Page setup - Ctrl + Shift + P

34. Bold toggle - Ctrl + Shift + B

35. Italic toggle - Ctrl + Shift + I

36. Underline toggle - Ctrl + Shift + U

37. Go to next sheet - Ctrl + Page Down

38. Go to previous sheet - Ctrl + Page Up

39. Go to beginning of data - Ctrl + Home

40. Go to end of data - Ctrl + End

41. Go to first cell - Ctrl + Home, Ctrl + Home

42. Go to last cell - Ctrl + End, Ctrl + End

43. Go to next tab - Ctrl + Tab

44. Go to previous tab - Ctrl + Shift + Tab

45. Group rows/columns - Ctrl + Shift + (Right/Left/Up/Down arrow)

46. Autosum - Alt + =

47. Copy formula - Ctrl + ' (apostrophe)

48. Flash fill - Ctrl + E

49. Clear formatting - Ctrl + \ (backslash)

50. Add to table - Ctrl + T

51. Insert current date - Ctrl + ; (semi-colon)

52. Insert current time - Ctrl + Shift + ; (semi-colon)

53. Quick access to number formatting - Ctrl + 1

54. Quick access to cell format - Ctrl + Shift + 1

55. Freeze panes - Alt + W, F, F

56. Split screen - Alt + W, S

57. Remove split screen - Alt + W, O

58. Go to named range - Ctrl + G, then type the range name and press Enter

59. Select current region - Ctrl + Shift + * (asterisk)

60. Select entire column/row of current region - Ctrl + Shift + Space, then Ctrl + Shift + (Right/Left/Up/Down arrow)

61. Zoom in - Ctrl + + (plus sign)

62. Zoom out - Ctrl + - (minus sign)

63. Normal view - Ctrl + 0 (zero)

64. Data validation - Alt + D, L

65. Conditional formatting - Home, Styles, Conditional Formatting

66. Hyperlink - Ctrl + K

67. Insert chart - Alt + N, C

68. Format chart - Alt + N, F, C

69. Save as - Ctrl + Shift + S

70. Open - Ctrl + O

71. Refresh - F5

72. Edit - F2

73. Spell check - F7

74. Go to next error - F8

75. Select current row - Shift + Space

76. Select current column - Ctrl + Space

77. Select current cell with contents - Ctrl + Shift + Space

78. Select current cell with formats - Ctrl + Space

79. Select current cell and above - Ctrl + Shift + (Up arrow)

80. Select current cell and below - Ctrl + Shift + (Down arrow)

81. Select current cell and to the left - Ctrl + Shift + (Left arrow)

82. Select current cell and to the right - Ctrl + Shift + (Right arrow)

83. Select current cell and all cells above - Ctrl + Shift + Space, then Ctrl + Shift + (Up arrow)

84. Select current cell and all cells below - Ctrl + Shift + Space, then Ctrl + Shift + (Down arrow)

85. Select current cell and all cells to the left - Ctrl + Shift + Space, then Ctrl + Shift + (Left arrow)

86. Select current cell and all cells to the right - Ctrl + Shift + Space, then Ctrl + Shift + (Right arrow)

87. Sum - Alt + =

88. Average - Alt + =, A

89. Count - Alt + =, C

90. Maximum - Alt + =, M

91. Minimum - Alt + =, N

92. Count numbers - Alt + =, C, N

93. Count non-empty cells - Alt + =, C, N, E

94. Count empty cells - Alt + =, C, N, I

95. Formula auditing - Formulas, Formula Auditing, Trace Precedents/Dependents
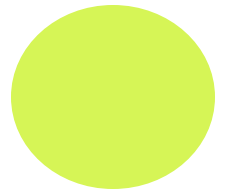
96. Show formulas - Ctrl + ` (grave accent)

97. Fill series - Ctrl + L

98. Add trendline - Right-click chart, Add Trendline

99. Data table - Alt + A, T

100. Subtotals - Alt + D, S.

101. Remove duplicates - Data, Remove Duplicates

102. Text to columns - Data, Text to Columns

103. Consolidate data - Data, Consolidate

104. PivotTable - Insert, PivotTable

105. Group - Alt + A, G

106. Ungroup - Alt + A, U

107. Subtotal - Alt + A, S

108. Outline - Alt + A, O

109. AutoSum - Alt + =

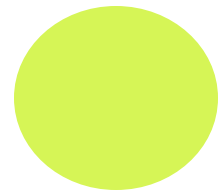110. AutoCalculate - Ctrl + Shift + T

111. Flash Fill - Ctrl + E

112. Quick analysis - Ctrl + Q

113. Sparklines - Insert, Sparklines

114. Format painter - Ctrl + Shift + C

115. Clear formats - Ctrl + Shift + N

116. Clear contents - Ctrl + Shift + - (minus sign)

117. Clear all - Ctrl + Shift + Alt + - (minus sign)

118. Repeat last action - Ctrl + Y

119. Repeat last action with selected range - Ctrl + Alt + Y

120. Go to next sheet - Ctrl + Page Down

121. Go to previous sheet - Ctrl + Page Up

122. New sheet - Shift + F11

123. Delete sheet - Ctrl + Shift + - (minus sign)

124. Copy sheet - Right-click sheet, Move or Copy

125. Move sheet - Right-click sheet, Move or Copy

126. Hide sheet - Right-click sheet, Hide

127. Unhide sheet - Right-click sheet, Unhide

128. Rename sheet - Double-click sheet tab, type new name, then press Enter

129. Print - Ctrl + P

130. Print preview - Ctrl + F2

131. Page setup - Ctrl + Alt + P

132. Scale to fit - Ctrl + Alt + W

133. Fit to one page - Ctrl + Alt + H

134. Page break preview - View, Page Break Preview

135. Page break - Page Layout, Breaks, Insert Page Break

136. Column break - Page Layout, Breaks, Insert Column Break

137. Row break - Page Layout, Breaks, Insert Row Break

138. Repeat header row - Page Layout, Print Titles, Rows to repeat at top

139. Repeat first column - Page Layout, Print Titles, Columns to repeat at left

140. Fit to width - Ctrl + Alt + W, W

141. Fit to height - Ctrl + Alt + W, H

142. Centre on page - Page Layout, Alignment, Centre Horizontally

143. Align top - Page Layout, Alignment, Align Top

144. Align bottom - Page Layout, Alignment, Align Bottom

145. Align left - Page Layout, Alignment, Align Left

146. Align right - Page Layout, Alignment, Align Right

147. Merge and Centre - Page Layout, Alignment, Merge and Centre

148. Unmerge - Page Layout, Alignment, Unmerge Cells

149. Wrap text - Page Layout, Alignment, Wrap Text

150. Shrink to fit - Page Layout, Alignment, Shrink to Fit.

151. Increase decimal - Ctrl + Shift + >

152. Decrease decimal - Ctrl + Shift + <

153. Increase font size - Ctrl + Shift + >

154. Decrease font size - Ctrl + Shift + <

155. Bold - Ctrl + B

156. Italic - Ctrl + I

157. Underline - Ctrl + U

158. Strikethrough - Ctrl + 5

159. Superscript - Ctrl + Shift + +

160. Subscript - Ctrl + =

161. Border - Ctrl + Shift + &

162. Border (all sides) - Ctrl + Shift + _

163. Border (bottom) - Ctrl + _

164. Border (top) - Ctrl + Shift + 7

165. Border (left) - Ctrl + Shift + {

166. Border (right) - Ctrl + Shift + }

167. No border - Ctrl + Shift + ;

168. Fill colour - Ctrl + Shift + 5

169. Font colour - Ctrl + Shift + F

170. Add comment - Ctrl + Alt + M

171. Edit comment - Right-click cell, Edit Comment

172. Delete comment - Right-click cell, Delete Comment

173. Show/hide comments - Review, Show/Hide Comment

174. Add hyperlink - Ctrl + K

175. Remove hyperlink - Right-click cell, Remove Hyperlink

176. Zoom in - Ctrl + +

177. Zoom out - Ctrl + -

178. Normal view - Ctrl + 1

179. Page layout view - Ctrl + 2

180. Custom views - View, Custom Views

181. New window - Alt + F, W, N

182. Close window - Alt + F, W, C

183. Arrange all - Alt + F, W, A

184. Compare side by side - Alt + F, W, S

185. Synchronous scrolling - Alt + F, W, Y

186. Reset window position - Alt + F, W, R

187. Full screen - Alt + F, W, F

188. Restore window - Alt + F, W, R

189. Save workbook - Ctrl + S

190. Save workbook as - Alt + F, A

191. Save workbook with different name - Alt + F, A, S

192. Save workbook as PDF - Alt + F, A, P

193. Save workbook as XPS - Alt + F, A, X
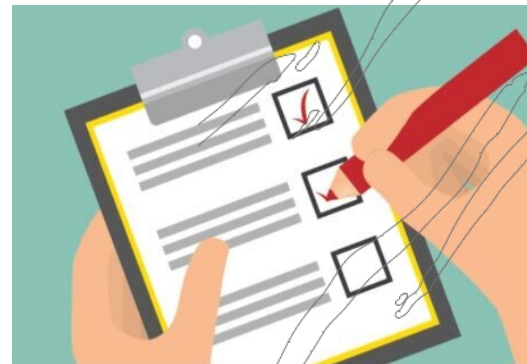
194. Save workbook as CSV - Alt + F, A, C

195. Save workbook as XML - Alt + F, A, X

196. Save workbook as HTML - Alt + F, A, H

197. Save workbook as TXT - Alt + F, A, T

198. Save workbook as MHTML - Alt + F, A, M

199. Save workbook as OpenDocument Spreadsheet - Alt + F, A, O

200. Print area - Alt + F, U, R.

201. Print preview - Ctrl + F2

202. Print - Ctrl + P

203. Page setup - Alt + F, U, S

204. Repeat last action - F4

205. Cut - Ctrl + X

206. Copy - Ctrl + C

207. Paste - Ctrl + V

208. Paste values only - Ctrl + Alt + V, V

209. Paste formats only - Ctrl + Alt + V, F

210. Paste formulas only - Ctrl + Alt + V, U

211. Paste transposed - Ctrl + Alt + V, T

212. Paste as hyperlink - Ctrl + Alt + V, H

213. Format painter - Ctrl + Shift + C

214. Clear contents - Ctrl + Shift + 3

215. Clear formats - Ctrl + Shift + 5

216. Clear hyperlinks - Ctrl + Shift + 7

217. Clear all - Ctrl + Shift + 6

218. Insert - Ctrl + Shift + +

219. Delete - Ctrl + -

220. Fill right - Ctrl + R

221. Fill down - Ctrl + D

222. Fill series - Ctrl + L

223. Fill series with specific value - Ctrl + Alt + L

224. Fill series with specific step value - Ctrl + Shift + L

225. Fill series with specific date - Ctrl + Alt + Shift + L

226. Fill series with linear trend - Alt + D, T, L

227. Fill series with growth trend - Alt + D, T, G

228. Fill series with date unit - Alt + D, T, D

229. Fill series with weekdays - Alt + D, T, W

230. Fill series with months - Alt + D, T, M

231. Fill series with years - Alt + D, T, Y

232. Fill series with automatic - Alt + D, T, A

233. Fill series with days - Alt + D, T, E

234. Fill series with week numbers - Alt + D, T, N

235. Fill series with random number - Alt + D, T, R

236. Fill handle - Double-click bottom-right corner of cell

237. Series options - Alt + D, T, O

238. Auto fill options - Right-click fill handle, Auto Fill Options

239. Flash fill - Ctrl + E

240. Quick analysis - Ctrl + Q

241. Quick style - Ctrl + Alt + Q

242. Format as table - Ctrl + T

243. Sort ascending - Ctrl + Shift + A

244. Sort descending - Ctrl + Shift + D

245. Sort ascending by colour - Ctrl + Alt + Shift + A

246. Sort descending by colour - Ctrl + Alt + Shift + D

247. Sort ascending by icon - Ctrl + Alt + Shift + I

248. Sort descending by icon - Ctrl + Alt + Shift + O

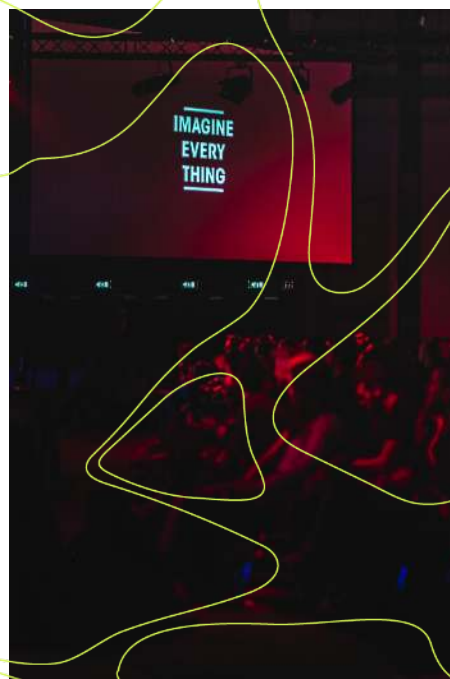249. Sort ascending by cell colour - Ctrl + Shift + 5

250. Sort descending by cell colour - Ctrl + Shift + 8.

251. Add rows to table - Alt + J, T, R

252. Add columns to table - Alt + J, T, C

253. Total row in table - Alt + J, T, T

254. Convert table to range - Alt + J, T, X

255. Refresh data in table - Alt + J, T, F

256. Clear data in table - Alt + J, T, C

257. Show totals in table - Alt + J, T, A

258. Total sum in table - Alt + J, T, U

259. Total average in table - Alt + J, T, G

260. Total count in table - Alt + J, T, N

261. Total minimum in table - Alt + J, T, I

262. Total maximum in table - Alt + J, T, X

263. Total next in table - Alt + J, T, T

264. Filter in table - Alt + J, T, L

265. Sort ascending in table - Alt + J, T, O, A

266. Sort descending in table - Alt + J, T, O, D

267. Show all in table - Alt + J, T, K

268. Show above average in table - Alt + J, T, V

269. Show below average in table - Alt + J, T, W

270. Show top 10 in table - Alt + J, T, T

271. Show bottom 10 in table - Alt + J, T, B

272. Show last 7 days in table - Alt + J, T, D

273. Show last 14 days in table - Alt + J, T, N

274. Show last 30 days in table - Alt + J, T, M

275. Show next 7 days in table - Alt + J, T, Y

276. Show next 14 days in table - Alt + J, T, G

277. Show next 30 days in table - Alt + J, T, H

278. Select current region - Ctrl + Shift + *

279. Select entire sheet - Ctrl + A

280. Select visible cells only - Ctrl + Shift + ;

281. Select first column in table - Ctrl + Shift + Alt + Home

282. Select last column in table - Ctrl + Shift + Alt + End

283. Select first row in table - Ctrl + Shift + Alt + Page Up

284. Select last row in table - Ctrl + Shift + Alt + Page Down

285. Go to next cell - Tab

286. Go to previous cell - Shift + Tab

287. Go to next worksheet - Ctrl + Page Down

288. Go to previous worksheet - Ctrl + Page Up

289. Go to named range - Ctrl + G, N

290. Go to specific cell - Ctrl + G, C

291. Go to next misspelled word - Ctrl + ;

292. Go to previous misspelled word - Ctrl + Shift + ;

293. Go to last cell in worksheet - Ctrl + End

294. Go to first cell in worksheet - Ctrl + Home

295. Go to first cell in row - Ctrl + Alt + Page Up

296. Go to last cell in row - Ctrl + Alt + Page Down

297. Go to next edit cell - F4

298. Go to previous edit cell - Shift + F4

299. Go to first cell in column - Ctrl + Alt + Home

300. Go to last cell in column - Ctrl + Alt + End

301. Insert new worksheet - Ctrl + Shift + F11

302. Delete current worksheet - Ctrl + Shift + F12

303. Move current worksheet to the left - Alt + Shift + Left Arrow

304. Move current worksheet to the right - Alt + Shift + Right Arrow

305. Copy current worksheet - Ctrl + Alt + F11

306. Rename current worksheet - Double-click the sheet tab

307. Protect current worksheet - Right-click the sheet tab, Protect Sheet

308. Unprotect current worksheet - Right-click the sheet tab, Unprotect Sheet

309. Freeze top row in worksheet - View, Freeze Top Row

310. Freeze first column in worksheet - View, Freeze First Column

311. Freeze panes in worksheet - View, Freeze Panes

312. Unfreeze panes in worksheet - View, Unfreeze Panes

313. Group rows in worksheet - Data, Group

314. Group columns in worksheet - Data, Group

315. Ungroup rows in worksheet - Data, Ungroup

316. Ungroup columns in worksheet - Data, Ungroup

317. Hide current row - Right-click the row header, Hide

318. Unhide current row - Right-click any row header, Unhide

319. Hide current column - Right-click the column header, Hide

320. Unhide current column - Right-click any column header, Unhide

321. Filter data in worksheet - Data, Filter

322. Sort data in worksheet - Data, Sort

323. Find data in worksheet - Ctrl + F

324. Replace data in worksheet - Ctrl + H

325. Go to next data validation error - Ctrl + Shift + F7

326. Go to previous data validation error - Ctrl + Shift + F6

327. Insert chart in worksheet - Insert, Chart

328. Edit chart data in worksheet - Double-click the chart

329. Format chart in worksheet - Right-click the chart, Format Chart Area

330. Delete chart in worksheet - Select the chart, press Delete

331. Save current workbook - Ctrl + S

332. Save current workbook as - Ctrl + Shift + S

333. Open new workbook - Ctrl + N

334. Open existing workbook - Ctrl + O

335. Close current workbook - Ctrl + W

336. Print current worksheet - Ctrl + P

337. Print current workbook - Ctrl + Shift + P

338. Zoom in on worksheet - Ctrl + +

339. Zoom out on worksheet - Ctrl + -

340. Reset zoom on worksheet - Ctrl + 0

341. Show/hide gridlines in worksheet - View, Gridlines

342. Show/hide formulas in worksheet - Ctrl + `

343. Show/hide row and column headings - View, Headings

344. Show/hide status bar in worksheet - View, Status Bar

345. Show/hide rulers in worksheet - View, Ruler

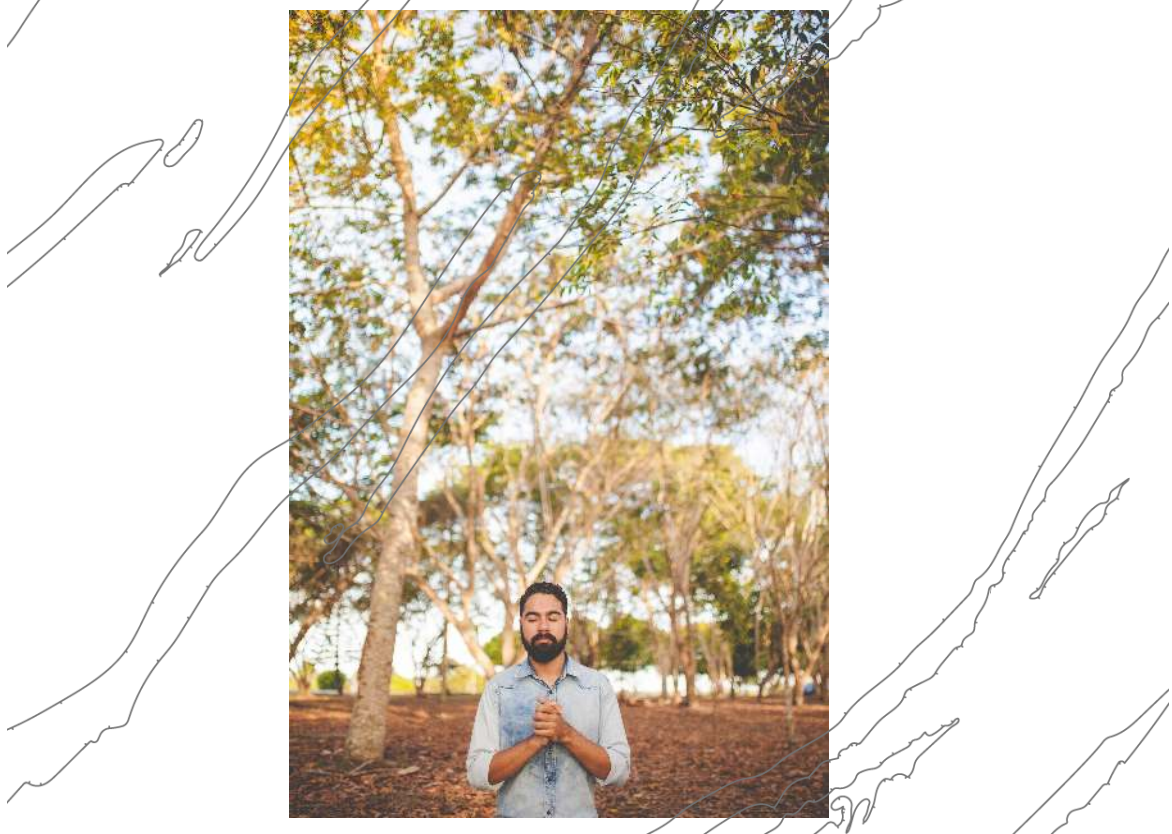346. Show/hide ruler guides in worksheet - View, Ruler Guides

347. Show/hide cell comments in worksheet - View, Comments

348. Show/hide objects in worksheet - View, Objects

349. Show/hide page breaks in worksheet - View, Page Break Preview

350. Show/hide page layout in worksheet - View, Page Layout

351. Insert function - Ctrl + Shift + A

352. Autosum - Alt + =

353. Average - Alt + Shift + A

354. Count - Alt + Shift + C

355. Max - Alt + Shift + X

356. Min - Alt + Shift + N

357. Product - Alt + Shift + P

358. StdDev - Alt + Shift + S

359. Sum - Alt + =

360. Variance - Alt + Shift + V

361. Pivot table - Ctrl + Shift + T

362. Conditional formatting - Home, Conditional Formatting

363. Format cells - Ctrl + 1

364. Bold text - Ctrl + B

365. Italic text - Ctrl + I
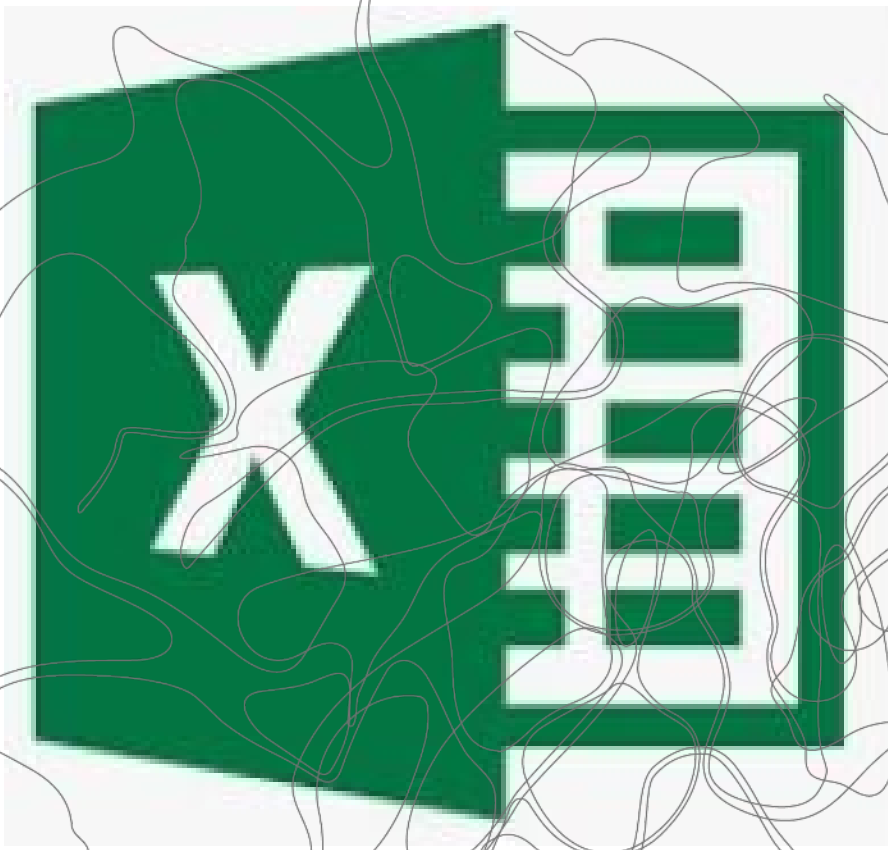
366. Underline text - Ctrl + U

367. Strikethrough text - Ctrl + 5

368. Merge cells - Ctrl + Shift + M

369. Wrap text - Ctrl + Shift + W

370. Align left - Ctrl + Shift + L

371. Align Centre - Ctrl + Shift + E

372. Align right - Ctrl + Shift + R

373. Top align - Ctrl + Shift + T

374. Middle align - Ctrl + Shift + C

375. Bottom align - Ctrl + Shift + B
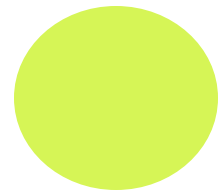
376. Increase font size - Ctrl + Shift + >

377. Decrease font size - Ctrl + Shift + <

378. Clear formatting - Ctrl + Shift + Z

379. Borders - Ctrl + Shift + &

380. Fill colour - Ctrl + Shift + ;

381. Text colour - Ctrl + Shift + C

382. Add comment - Ctrl + Alt + M

383. Edit comment - Right-click the comment, Edit Comment

384. Delete comment - Right-click the comment, Delete Comment

385. Hyperlink - Ctrl + K

386. Remove hyperlink - Ctrl + Shift + K

387. Insert picture - Insert, Picture

388. Crop picture - Right-click the picture, Crop

389. Edit picture - Right-click the picture, Edit Picture

390. Delete picture - Select the picture, press Delete

391. Insert shape - Insert, Shapes

392. Edit shape - Right-click the shape, Format Shape

393. Delete shape - Select the shape, press Delete

394. Insert text box - Insert, Text Box

395. Edit text box - Right-click the text box, Format Shape

396. Delete text box - Select the text box, press Delete

397. Insert table - Insert, Table

398. Convert table to range - Right-click the table, Convert to Range

399. Delete table - Select the table, press Delete

400. Insert Sparkline - Insert, Sparklines

401. Add Sparkline - Data, Sparkline

402. Edit Sparkline - Right-click the Sparkline, Edit Sparkline

403. Delete Sparkline - Select the Sparkline, press Delete

404. Show/Hide gridlines - Ctrl + G

405. Show/Hide headings - Ctrl + H

406. Freeze panes - View, Freeze Panes

407. Unfreeze panes - View, Unfreeze Panes

408. Zoom in - Ctrl + +

409. Zoom out - Ctrl + -

410. Zoom to selection - Ctrl + Alt + H

411. Fit to screen - Ctrl + 0

412. Fit to width - Ctrl + W

413. Fit to height - Ctrl + H

414. Hide row - Ctrl + 9

415. Unhide row - Ctrl + Shift + 9

416. Hide column - Ctrl + 0

417. Unhide column - Ctrl + Shift + 0

418. Group rows - Ctrl + Shift + &

419. Group columns - Ctrl + Shift + %

420. Ungroup rows - Ctrl + Shift + &

421. Ungroup columns - Ctrl + Shift + %

422. Sort ascending - Alt + A, S, A

423. Sort descending - Alt + A, S, D

424. Filter - Alt + A, T, F

425. Remove filter - Alt + A, T, R

426. Data validation - Data, Data Validation

427. Add watch - Formula, Watch Window

428. Edit watch - Right-click the watch, Edit Watch

429. Delete watch - Right-click the watch, Delete Watch

430. Protect sheet - Review, Protect Sheet

431. Unprotect sheet - Review, Unprotect Sheet

432. Protect workbook - Review, Protect Workbook

433. Unprotect workbook - Review, Unprotect Workbook

434. Check spelling - Review, Spelling

435. Share workbook - Review, Share Workbook

436. Compare and merge workbooks - Review, Compare and Merge Workbooks

437. Insert tab - Ctrl + Tab

438. Delete tab - Ctrl + Shift + T

439. Rename tab - Double-click the tab name

440. Move tab - Click and drag the tab to a new location

441. Copy tab - Ctrl + drag the tab to a new location

442. Hide/Show worksheet - Right-click the worksheet tab, Hide/Show

443. Group worksheets - Right-click the worksheet tabs, Group

444. Ungroup worksheets - Right-click the worksheet tabs, Ungroup

445. Print - Ctrl + P

446. Print preview - Ctrl + F2

447. Page setup - File, Page Setup

448. Scale to fit - File, Page Setup, Scale to Fit

449. Fit to one page - File, Page Setup, Fit to One Page

450. Page break preview - View, Page Break Preview

451. Print area - File, Print Area, Set Print Area

452. Clear print area - File, Print Area, Clear Print Area

453. Repeat the last action - Ctrl + Y

454. Redo - Ctrl + Shift + Z

455. Undo - Ctrl + Z

456. Find - Ctrl + F

457. Find and Replace - Ctrl + H

458. Go to - Ctrl + G

459. Select all - Ctrl + A

460. Select all cells - Ctrl + Shift + *

461. Select all data - Ctrl + Shift + +

462. Select all objects - Ctrl + 6

463. Select all cells in row - Shift + Space

464. Select all cells in column - Ctrl + Space

465. Select first cell - Ctrl + Home

466. Select last cell - Ctrl + End

467. Select next cell - Tab

468. Select previous cell - Shift + Tab

469. Select last cell in row - Ctrl + Right Arrow

470. Select last cell in column - Ctrl + Down Arrow

471. Select all cells to the right - Ctrl + Shift + Right Arrow

472. Select all cells to the left - Ctrl + Shift + Left Arrow

473. Select all cells above - Ctrl + Shift + Up Arrow

474. Select all cells below - Ctrl + Shift + Down Arrow

475. Select active cell - F5

476. Select row - Shift + Space

477. Select column - Ctrl + Space
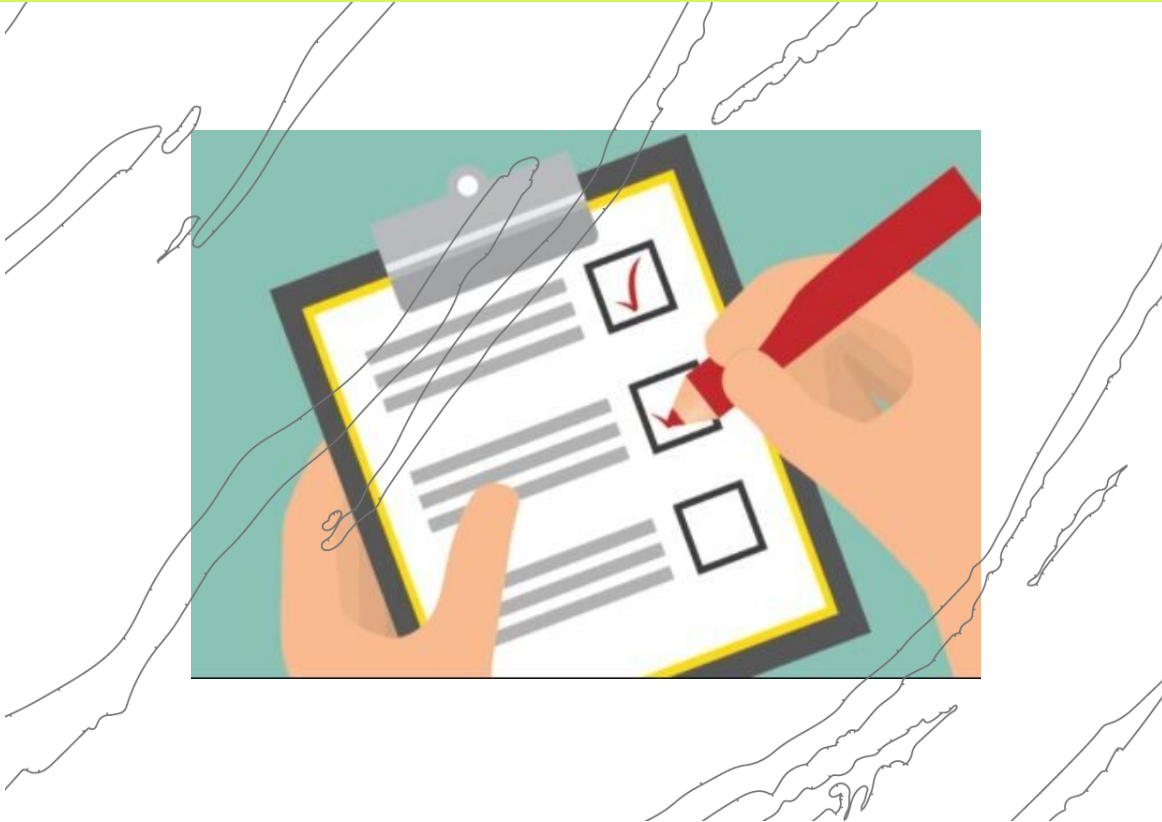
478. Select row below - Shift + Down Arrow

479. Select row above - Shift + Up Arrow

480. Select column right - Shift + Right Arrow

481. Select column left - Shift + Left Arrow

482. Select all rows and columns to the right - Ctrl + Shift + End

483. Select all rows and columns to the left - Ctrl + Shift + Home

484. Select all rows above - Ctrl + Shift + Page Up

485. Select all rows below - Ctrl + Shift + Page Down

486. Select table - Ctrl + T

487. Select table row - Shift + Space

488. Select table column - Ctrl + Space

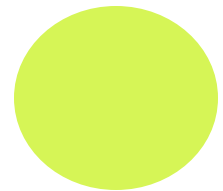489. Select table data - Ctrl + Shift + 8

490. Select table header row - Ctrl + Shift + 7

491. Select table total row - Ctrl + Shift + 9

492. Select table header and data - Ctrl + Shift + 6

493. Select table first column - Ctrl + Shift + Left Arrow

494. Select table last column - Ctrl + Shift + Right Arrow

495. Select table first row - Ctrl + Shift + Up Arrow

496. Select table last row - Ctrl + Shift + Down Arrow

497. Select table total row - Ctrl + Shift + 9

498. Select table format - Ctrl + Shift + Space

499. Select table style - Ctrl + Shift + Space

500. Select table design - Ctrl + Shift + Space

501. Insert row above - Ctrl + Shift + Plus Sign

502. Insert row below - Ctrl + Plus Sign

503. Insert column left - Ctrl + Shift + Alt + Plus Sign

504. Insert column right - Ctrl + Alt + Plus Sign

505. Delete row - Ctrl + Minus Sign

506. Delete column - Ctrl + Shift + Minus Sign

507. Delete selected cells - Delete key

508. Copy selected cells - Ctrl + C

509. Cut selected cells - Ctrl + X

510. Paste copied cells - Ctrl + V

511. Paste copied cells as values - Ctrl + Alt + V

512. Paste copied cells as formulas - Ctrl + Shift + V

513. Paste copied cells as formats - Ctrl + Shift + Alt + V

MS Excel Definition

514. Paste copied cells as values and formats - Ctrl + Shift + Alt + V

515. Fill down - Ctrl + D

516. Fill right - Ctrl + R

517. Fill series - Ctrl + L

518. Fill series with formula - Ctrl + Y

519. Fill series with value - Ctrl + Alt + Y

520. Fill series with format - Ctrl + Shift + Y

521. Fill series with value and format - Ctrl + Shift + Alt + Y

522. Clear content - Ctrl + Delete

523. Clear formats - Ctrl + Shift + Delete

524. Clear all - Ctrl + Shift + Alt + Delete

525. Copy cell format - Ctrl + Shift + C

526. Paste cell format - Ctrl + Shift + V

527. Fill colour - Ctrl + Shift + 5

528. Border colour - Ctrl + Shift + 7

529. Font colour - Ctrl + Shift + 4

530. Align left - Ctrl + Shift + L

531. Align Centre - Ctrl + Shift + E

532. Align right - Ctrl + Shift + R

533. Align top - Ctrl + Shift + T

534. Align middle - Ctrl + Shift + M

535. Align bottom - Ctrl + Shift + B

536. Merge cells - Ctrl + Shift + M

537. Unmerge cells - Ctrl + Shift + U

538. Wrap text - Ctrl + Shift + W

539. Bold text - Ctrl + B

540. Italic text - Ctrl + I

541. Underline text - Ctrl + U

542. Strikethrough text - Ctrl + 5

543. Subscript text - Ctrl + =

544. Superscript text - Ctrl + Shift + =

545. Change font - Ctrl + Shift + F

546. Change font size - Ctrl + Shift + P

547. Increase font size - Ctrl + Shift + >

548. Decrease font size - Ctrl + Shift + <

549. Change font colour - Ctrl + Shift + C

550. Change background colour - Ctrl + Shift + B

551. Add comment - Ctrl + Alt + M

552. Delete comment - Ctrl + Shift + O

553. Edit comment - Ctrl + Alt + E

554. Show/hide comments - Ctrl + Alt + H

555. Increase decimal - Ctrl + Shift + >

556. Decrease decimal - Ctrl + Shift + <

557. Increase indent - Ctrl + Shift + T

558. Decrease indent - Ctrl + Shift + Shift

559. Autofit column width - Ctrl + Shift + 0

560. Autofit row height - Ctrl + Shift + 9

561. Format painter - Ctrl + Shift + C

562. Merge and Centre - Ctrl + Shift + M

563. Unmerge and Centre - Ctrl + Shift + U

564. Repeat last action - Ctrl + Y

565. Redo last action - Ctrl + Shift + Z

566. Quick analysis - Ctrl + Q

567. Remove duplicates - Ctrl + Shift + K

568. Text to columns - Ctrl + Shift + T

569. Flash fill - Ctrl + E

570. Add conditional formatting - Ctrl + Shift + L

571. Remove conditional formatting - Ctrl + Shift + Alt + L

572. Change chart type - Ctrl + Shift + Q

573. Show/hide gridlines - Ctrl + Shift + Alt + G

574. Show/hide formulas - Ctrl + `

575. Show/hide ruler - Ctrl + Shift + R

576. Show/hide page break preview - Ctrl + Shift + F1

577. Show/hide column letters - Ctrl + Shift + Alt + C

578. Show/hide row numbers - Ctrl + Shift + Alt + R

579. Select all cells - Ctrl + A

580. Select visible cells only - Ctrl + Shift + *

581. Select used range - Ctrl + Shift + 8

582. Select entire row - Shift + Space

583. Select entire column - Ctrl + Space

584. Select current region - Ctrl + Shift + Space

585. Select current array - Ctrl + Shift + A

586. Select first cell - Ctrl + Home

587. Select last cell - Ctrl + End

588. Select next sheet - Ctrl + Page Down

589. Select previous sheet - Ctrl + Page Up

590. Copy entire row - Ctrl + Shift + Space, Ctrl + C

591. Copy entire column - Ctrl + Space, Ctrl + C

592. Copy current region - Ctrl + Shift + Space, Ctrl + C

593. Copy current array - Ctrl + Shift + A, Ctrl + C

594. Copy formula - F2, Ctrl + C

595. Copy value - Ctrl + Alt + V, V

596. Copy format - Ctrl + Shift + C, Ctrl + Shift + V

597. Copy name - Ctrl + Alt + F3, Ctrl + C

598. Copy link - Ctrl + K, Ctrl + C

599. Copy chart - Ctrl + Shift + C, Ctrl + Shift + V

600. Copy picture - Ctrl + Shift + C, Ctrl + Shift + Alt + V

601. Paste values - Ctrl + Alt + V, V

602. Paste formats - Ctrl + Shift + V

603. Paste formula - Ctrl + V

604. Paste link - Ctrl + V

605. Paste chart - Ctrl + Shift + V

606. Paste picture - Ctrl + Shift + Alt + V

607. Cut entire row - Ctrl + Shift + Space, Ctrl + X

608. Cut entire column - Ctrl + Space, Ctrl + X

609. Cut current region - Ctrl + Shift + Space, Ctrl + X

610. Cut current array - Ctrl + Shift + A, Ctrl + X

611. Cut formula - F2, Ctrl + X

612. Cut value - Ctrl + Alt + V, X

613. Cut format - Ctrl + Shift + C, Ctrl + Shift + X

614. Cut name - Ctrl + Alt + F3, Ctrl + X

615. Cut link - Ctrl + K, Ctrl + X

616. Cut chart - Ctrl + Shift + C, Ctrl + Shift + X

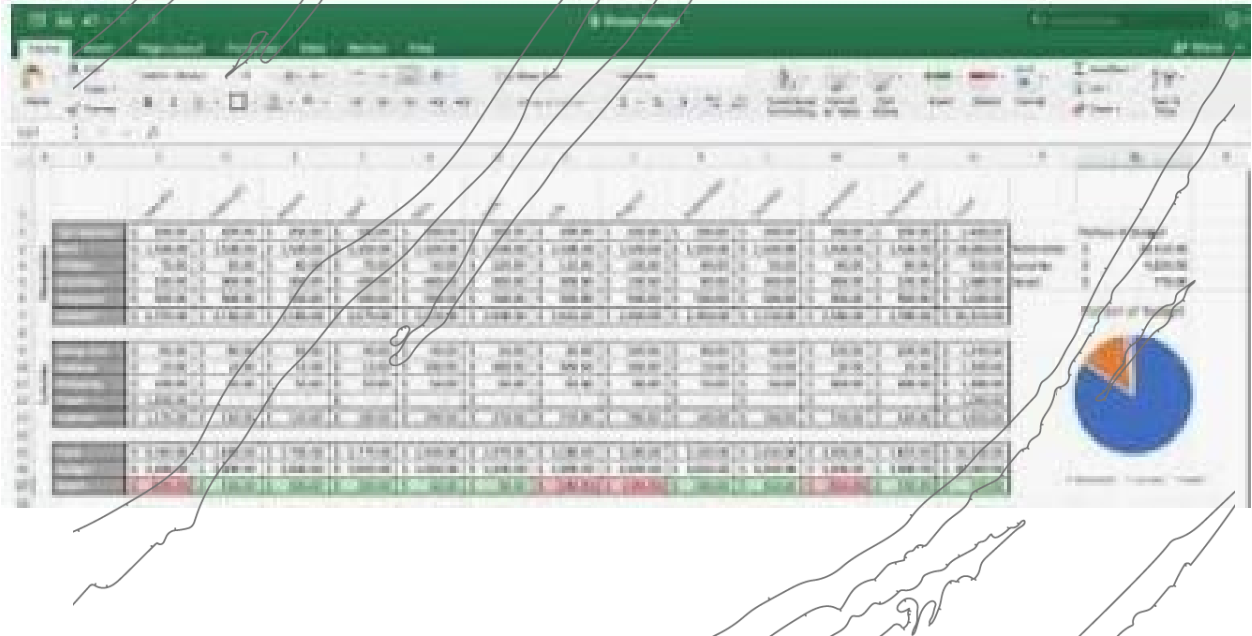617. Cut picture - Ctrl + Shift + C, Ctrl + Shift + Alt + X

618. Insert row above - Ctrl + Shift + +

619. Insert row below - Ctrl + +

620. Insert column left - Ctrl + Shift + Space, Ctrl + +

621. Insert column right - Ctrl + Space, Ctrl + +

622. Delete row - Ctrl + -

623. Delete column - Ctrl + Shift + -

624. Clear contents - Ctrl + Shift + Alt + E

625. Clear formatting - Ctrl + Shift + \

626. Clear all - Ctrl + Shift + Alt + E

627. Hide row - Ctrl + 9

628. Unhide row - Ctrl + Shift + 9

629. Hide column - Ctrl + 0

First LOOK

630. Unhide column - Ctrl + Shift + 0

631. Group rows - Ctrl + Shift + +

632. Group columns - Ctrl + Shift + +

633. Ungroup rows - Ctrl + Shift + -

634. Ungroup columns - Ctrl + Shift + -

635. Freeze panes - Ctrl + Shift + F

636. Unfreeze panes - Alt + W, F

637. Filter - Ctrl + Shift + L

638. Sort ascending - Ctrl + Shift + A

639. Sort descending - Ctrl + Shift + D

640. Find - Ctrl + F

641. Find next - F3

642. Replace - Ctrl + H

643. Go to - Ctrl + G

644. Define name - Ctrl + Shift + F3

645. Refresh data - Ctrl + Alt + F5

646. Import data - Ctrl + Shift + T

647. Export data - Ctrl + Shift + E
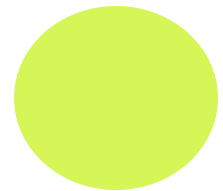
648. Protect sheet - Ctrl + Shift + P

649. Unprotect sheet - Ctrl + Shift + P

650. Protect workbook - Ctrl + Alt + P

651. Unprotect workbook - Ctrl + Alt + P

652. Merge cells - Ctrl + Shift + M

653. Split cells - Alt + H, S, S

654. Wrap text - Alt + H, W, W

655. Merge and Centre - Ctrl + M

656. Align left - Ctrl + Shift + L

657. Align Centre - Ctrl + Shift + E

658. Align right - Ctrl + Shift + R

659. Top align - Ctrl + Shift + T

660. Middle align - Ctrl + Shift + M

661. Bottom align - Ctrl + Shift + B

662. Increase font size - Ctrl + Shift + >

663. Decrease font size - Ctrl + Shift + <

664. Bold - Ctrl + B

665. Italic - Ctrl + I

666. Underline - Ctrl + U

667. Strike-through - Ctrl + 5

668. Subscript - Ctrl + =

669. Superscript - Ctrl + Shift + =

670. Border - Alt + H, B

671. Fill colour - Alt + H, H

672. Font colour - Alt + H, F, C

673. Add comment - Ctrl + Alt + M

674. Delete comment - Alt + H, O, D, C

675. Edit comment - Alt + H, O, E, C

676. Show/hide comments - Ctrl + Shift + O

677. Zoom in - Ctrl + +

678. Zoom out - Ctrl + -

679. Zoom to selection - Alt + W, V, Z

680. Zoom to fit - Alt + W, V, F

681. Format painter - Ctrl + Shift + C, Ctrl + Shift + V

682. Custom number format - Ctrl + 1

683. Conditional formatting - Alt + O, D, C

684. Data validation - Alt + D, L

685. Data table - Alt + A, T, T

686. Subtotal - Alt + D, T

687. Pivot table - Alt + N, V

688. Chart - Alt + F1

689. Sparkline - Alt + N, S, L

690. Slicer - Alt + D, C, S

691. Quick analysis - Ctrl + Q

692. Power View - Alt + N, V, V

693. Power Map - Alt + N, V, M

694. Power Pivot - Alt + N, V, P

695. Power Query - Alt + N, Q

696. Power BI - Alt + N, V, B

697. Macro - Alt + T, M

698. Record macro - Alt + T, R

699. Run macro - Alt + T, M

700. Edit macro - Alt + T, M, E

701. Go to - F5

702. Go to special - F5, S

703. Go to next sheet - Ctrl + Page Down

704. Go to previous sheet - Ctrl + Page Up

705. Go to first sheet - Ctrl + Shift + Page Up

706. Go to last sheet - Ctrl + Shift + Page Down

707. Hide sheet - Alt + H, H, H

708. Unhide sheet - Alt + H, H, U

709. Group sheets - Alt + H, H, G

710. Ungroup sheets - Alt + H, H, U

711. New workbook - Ctrl + N

712. Open workbook - Ctrl + O

713. Save workbook - Ctrl + S

714. Save as - Ctrl + Shift + S

715. Print preview - Ctrl + F2

716. Print - Ctrl + P

717. Page layout view - Alt + W, P

718. Full screen - Alt + W, F

719. Normal view - Alt + W, N

720. View side by side - Alt + W, S, S

721. View split - Alt + W, S, S

722. Arrange all - Alt + W, A, A

723. Move or copy sheet - Alt + H, H, M

724. Copy to another workbook - Alt + H, H, C

725. Find - Ctrl + F

726. Find and replace - Ctrl + H

727. Go to cell - F5, C

728. Go to name - F5, N

729. Go to defined name - F5, D

730. Go to formula - F5, F

731. Go to reference - F5, R

732. Go to line - F5, L

733. Go to next find - F4

734. Go to previous find - Shift + F4

735. Select all - Ctrl + A

736. Select row - Shift + Space

737. Select column - Ctrl + Space

738. Select range - Shift + F8

739. Select objects - Alt + F10

740. Select cells - Alt + H, O, S

741. Select same - Alt + H, O, S, S

742. Select entire column - Ctrl + Shift + Space

743. Select entire row - Shift + Space

744. Select visible cells - Alt + H, O, S, V

745. Select first cell - Ctrl + Home

746. Select last cell - Ctrl + End

747. Select next cell - Tab

748. Select previous cell - Shift + Tab

749. Select to end of row - Ctrl + Shift + Right arrow

750. Select to end of column - Ctrl + Shift + Down arrow

751. Freeze panes - Alt + W, F, F

752. Unfreeze panes - Alt + W, F, U

753. Split window - Alt + W, S

754. Remove split - Alt + W, S, O

755. Auto fit - Alt + H, O, I

756. Auto fit selection - Alt + H, O, A

757. Auto fit width - Alt + H, O, W

758. Auto fit height - Alt + H, O, H

759. Format as table - Alt + H, L

760. Convert to range - Alt + H, L, C

761. Clear formatting - Ctrl + Space

762. Bold - Ctrl + B

763. Italic - Ctrl + I

764. Underline - Ctrl + U

765. Strikethrough - Ctrl + 5

766. Double underline - Ctrl + Shift + D

767. Subscript - Ctrl + =

768. Superscript - Ctrl + Shift + =

769. Font colour - Alt + H, O, F, C

770. Fill colour - Alt + H, O, F, B

771. Border - Alt + H, B

772. Merge and Centre - Alt + H, M, M

773. Unmerge cells - Alt + H, M, U

774. Wrap text - Alt + H, W

775. Align left - Ctrl + Shift + L

776. Align Centre - Ctrl + Shift + E

777. Align right - Ctrl + Shift + R

778. Top align - Ctrl + Shift + T

779. Middle align - Ctrl + Shift + M

780. Bottom align - Ctrl + Shift + B

781. Decrease decimal - Ctrl + Shift + <

782. Increase decimal - Ctrl + Shift + >

783. Format as currency - Ctrl + Shift + 4

784. Format as percent - Ctrl + Shift + 5

785. Format as date - Ctrl + Shift + 3

786. Format as time - Ctrl + Shift + 2

787. Format as number - Ctrl + Shift + 1

788. Clear contents - Ctrl + Shift + Delete

789. Clear format - Ctrl + Shift + Space

790. Clear all - Alt + H, E, A

791. Clear comments - Alt + H, E, C

792. Clear hyperlinks - Alt + H, E, H

793. Filter - Alt + D, F, F

794. Sort ascending - Alt + D, S, A

795. Sort descending - Alt + D, S, D

796. Sort by colour - Alt + D, S, C

797. Sort by cell colour - Alt + D, S, K

798. Sort by font colour - Alt + D, S, T
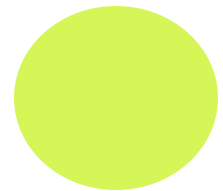
799. Sort by icon - Alt + D, S, I

800. Sort by multiple columns - Alt + D, S, M

801. Group - Alt + D, G, G

802. Group by row - Alt + D, G, R

803. Group by column - Alt + D, G, C

804. Ungroup - Alt + D, G, U

805. Auto sum - Alt + =

806. Average - Alt + Shift + =

807. Count - Alt + Shift + C

808. Max - Alt + Shift + X

809. Min - Alt + Shift + N

810. Product - Alt + Shift + P

811. StdDev - Alt + Shift + S

812. Sum - Alt + Shift + T

813. Var - Alt + Shift + V

814. Array formula - Ctrl + Shift + Enter

815. Function wizard - Alt + Shift + F3

816. Formula bar - Ctrl + Shift + T

817. Go to - F5

818. Go to special - F5, S

819. Next sheet - Ctrl + Page Down

820. Previous sheet - Ctrl + Page Up

821. Select all sheets - Ctrl + A, S

822. First sheet - Ctrl + Page Up, Ctrl + Page Up

823. Last sheet - Ctrl + Page Down, Ctrl + Page Down

824. Select all cells - Ctrl + A

825. Select column - Ctrl + Space

826. Select row - Shift + Space

827. Select worksheet - Ctrl + Shift + Space

828. Select used range - Ctrl + Shift + End

829. Select current region - Ctrl + Shift + 8

830. Select table - Ctrl + Shift + T

831. Select column data - Ctrl + Shift + ↓

832. Select row data - Ctrl + Shift + →

833. Select table data - Ctrl + Shift + T, D

834. Copy - Ctrl + C

835. Cut - Ctrl + X

836. Paste - Ctrl + V

837. Paste values - Ctrl + Shift + V

838. Paste formats - Ctrl + Alt + V

839. Paste transposed - Ctrl + Alt + Shift + V

840. Copy formula - Ctrl + `

841. Cut formula - Ctrl + Shift + `

842. Paste formula - Ctrl + Shift + @

843. Fill down - Ctrl + D

844. Fill right - Ctrl + R

845. Fill series - Alt + H, F, F

846. Fill formulas - Ctrl + Shift + R

847. Fill formats - Ctrl + Shift + ~

848. Copy cell - Ctrl + Enter

849. Copy formula - Ctrl + Shift + `

850. Copy value - Ctrl + Alt + Enter.

851. Apply conditional formatting - Alt + O, D, C

852. Data validation - Alt + D, L

853. Flash fill - Ctrl + E

854. Find and replace - Ctrl + H

855. Sort ascending - Alt + A, S, A

856. Sort descending - Alt + A, S, D

857. Filter - Alt + D, F, T

858. Advanced filter - Alt + D, F, A

859. Clear filter - Alt + D, F, C

860. Custom filter - Alt + D, F, O

861. Remove duplicates - Alt + D, R, D

862. Table tools - Alt + J, T, T

863. Table styles - Alt + J, T, S

864. PivotTable - Alt + N, V, P

865. PivotChart - Alt + N, V, C

866. PivotTable options - Alt + N, V, T, O

867. Refresh PivotTable - Alt + N, V, R

868. Group PivotTable - Alt + N, V, G, G

869. Group by row - Alt + N, V, G, R

870. Group by column - Alt + N, V, G, C

871. PivotTable field list - Alt + N, V, F

872. Subtotal - Alt + A, M, S

873. Grand total - Alt + A, M, G

874. Remove subtotal - Alt + A, M, R

875. Data consolidation - Alt + D, A, D

876. Consolidate by sum - Alt + D, A, S

877. Consolidate by average - Alt + D, A, A

878. Consolidate by count - Alt + D, A, C

879. Consolidate by max - Alt + D, A, X

880. Consolidate by min - Alt + D, A, N

881. Consolidate by product - Alt + D, A, P

882. Consolidate by StdDev - Alt + D, A, S

883. Consolidate by var - Alt + D, A, V

884. Data connection - Alt + D, A, C

885. External data - Alt + D, A, E

886. Import text file - Alt + D, A, T

887. Import data - Alt + D, A, I

888. Refresh data - Alt + D, A, R

889. Export data - Alt + D, A, X

890. Define name - Alt + F, D, N

891. Name manager - Alt + F, D, M

892. Edit name - Alt + F, D, E

893. Delete name - Alt + F, D, D

894. Use in formula - Alt + F, D, U

895. Define style - Alt + O, S, D

896. Style gallery - Alt + O, S, G

897. Create chart - Alt + F1

898. Chart tools - Alt + J, C, T

899. Chart styles - Alt + J, C, S

900. Customize chart - Alt + J, C, U.

901. Switch to formula bar - Ctrl + T

902. Move to previous sheet - Ctrl + Page Up

903. Move to next sheet - Ctrl + Page Down

904. Select all sheets - Ctrl + A, then click on any sheet tab

905. Hide sheet - Ctrl + 9

906. Unhide sheet - Ctrl + Shift + 9

907. Select entire column - Ctrl + Spacebar

908. Select entire row - Shift + Spacebar

909. Select current region - Ctrl + Shift + Spacebar

910. Select current array - Ctrl + Shift + *

911. Select current row - Shift + Spacebar, then Ctrl + Shift + Spacebar

912. Select current column - Ctrl + Spacebar, then Ctrl + Shift + Spacebar

913. Select current row and column - Ctrl + Spacebar, Shift + Spacebar, Ctrl + Shift + Spacebar

914. Select current row to last row in current column - Ctrl + Shift + Down Arrow

915. Select current column to last column in current row - Ctrl + Shift + Right Arrow

916. Select entire worksheet - Ctrl + A, then Ctrl + Shift + Spacebar

917. Add to selection - Ctrl + Shift + Right Arrow or Down Arrow

918. Remove from selection - Ctrl + Shift + Left Arrow or Up Arrow

919. Copy selection - Ctrl + C

920. Cut selection - Ctrl + X

921. Paste selection - Ctrl + V

922. Paste special - Ctrl + Alt + V

923. Undo - Ctrl + Z

924. Redo - Ctrl + Shift + Z

925. Repeat last action - Ctrl + Y

926. Find next - F3

927. Replace - Ctrl + H

928. Goto - Ctrl + G

929. Insert comment - Ctrl + Alt + M

930. Edit comment - Right-click comment, then click Edit Comment

931. Delete comment - Right-click comment, then click Delete Comment

932. Show/hide comments - Ctrl + Shift + O

933. Print - Ctrl + P

934. Print preview - Ctrl + F2

935. Page setup - Alt + F, P, U

936. Print area - Alt + F, P, A

937. Print titles - Alt + F, P, T

938. Print gridlines - Alt + F, P, G

939. Print row and column headings - Alt + F, P, H

940. Print black and white - Alt + F, P, B

941. Print colour - Alt + F, P, C

942. Zoom in - Ctrl + +

943. Zoom out - Ctrl + -

944. Normal view - Ctrl + 1

945. Page break preview - Ctrl + Shift + F2

946. Add page break - Ctrl + Shift + Enter

947. Remove page break - Alt + O, P, B, R

948. Freeze panes - Alt + W, F, F

949. Split window - Alt + W, S, S

950. View side by side - Alt + W, S, X

951. Synchronous scrolling - Alt + W, S, Y

952. Reset window position - Alt + W, W

953. Hide ribbon - Ctrl + F1

954. Show ribbon - Ctrl + F1 (when ribbon is hidden)

955. Customize ribbon - Alt + R, C

956. Quick access toolbar - Alt + R

957. Customize quick access toolbar - Alt + R, Q

958. AutoSum - Alt + =

959. Average - Alt + M, A

960. Count - Alt + M, C

961. Max - Alt + M, X

962. Min - Alt + M, N

963. Sum - Alt + M, U

964. Add chart - Alt + F1

965. Format cells - Ctrl + 1

966. Format as number - Ctrl + Shift + 1

967. Format as currency - Ctrl + Shift + 4

968. Format as percent - Ctrl + Shift + 5

969. Format as date - Ctrl + Shift + 3

970. Format as time - Ctrl + Shift + 2

971. Format as scientific - Ctrl + Shift + 6

972. Format as text - Ctrl + Shift + 7

973. Bold - Ctrl + B

974. Italic - Ctrl + I

975. Underline - Ctrl + U

976. Strikethrough - Ctrl + 5

977. Superscript - Ctrl + Shift + +

978. Subscript - Ctrl + =

979. Clear formats - Ctrl + Shift + $

980. Copy formatting - Ctrl + Shift + C

981. Paste formatting - Ctrl + Shift + V

982. Format painter - Ctrl + Shift + P

983. Wrap text - Ctrl + Shift + W

984. Merge and Centre - Ctrl + M

985. Increase indent - Ctrl + Shift + M

986. Decrease indent - Ctrl + Shift + T

987. Border - Ctrl + Shift + &

988. Fill colour - Ctrl + Shift + 5

989. Font colour - Ctrl + Shift + F

990. Align left - Ctrl + Shift + L

991. Align Centre - Ctrl + Shift + E

992. Align right - Ctrl + Shift + R

993. Top align - Ctrl + Shift + T

994. Middle align - Ctrl + Shift + M

995. Bottom align - Ctrl + Shift + B

996. Add conditional formatting - Ctrl + Shift + O

997. Clear conditional formatting - Ctrl + Shift + E

998. Insert hyperlink - Ctrl + K

999. Remove hyperlink - Ctrl + Shift + K

1000. Open hyperlink - Ctrl + Enter.

1001. Remove duplicates - Data tab, Remove Duplicates, Ctrl + Shift + K

1002. Highlight duplicates - Home tab, Conditional Formatting, Highlight Cells Rules, Duplicate Values

1003. Sort ascending - Data tab, Sort A-Z, Ctrl + Shift + A

1004. Sort descending - Data tab, Sort Z-A, Ctrl + Shift + D

1005. Filter - Data tab, Filter, Ctrl + Shift + L

1006. Clear filter - Data tab, Clear, Clear Filter

1007. Filter by selection - Data tab, Filter, Select All

1008. Group - Data tab, Group, Alt + Shift + Right Arrow

1009. Ungroup - Data tab, Group, Alt + Shift + Left Arrow

1010. Subtotal - Data tab, Subtotal, Alt + Shift + T

1011. Group by summary - Data tab, Group, Group By Summary

1012. Show detail - Data tab, Group, Show Detail

1013. Hide detail - Data tab, Group, Hide Detail

1014. Freeze panes - View tab, Freeze Panes, Alt + W, F

1015. Freeze top row - View tab, Freeze Panes, Freeze Top Row, Alt + W, R

1016. Freeze first column - View tab, Freeze Panes, Freeze First Column, Alt + W, F

1017. Unfreeze panes - View tab, Freeze Panes, Unfreeze Panes, Alt + W, U

1018. Split screen - View tab, Window, Split, Alt + W, S

1019. Remove split - View tab, Window, Remove Split, Alt + W, Q

1020. View side by side - View tab, Window, View Side by Side, Alt + W, S

1021. Synchronize scrolling - View tab, Window, Synchronize Scrolling, Alt + W, Y

1022. Arrange all - View tab, Window, Arrange All, Alt + W, A

1023. New window - View tab, Window, New Window, Alt + W, N

1024. Switch windows - View tab, Window, Switch Windows, Alt + W, S

1025. Zoom in - View tab, Zoom In, Ctrl + Shift + =

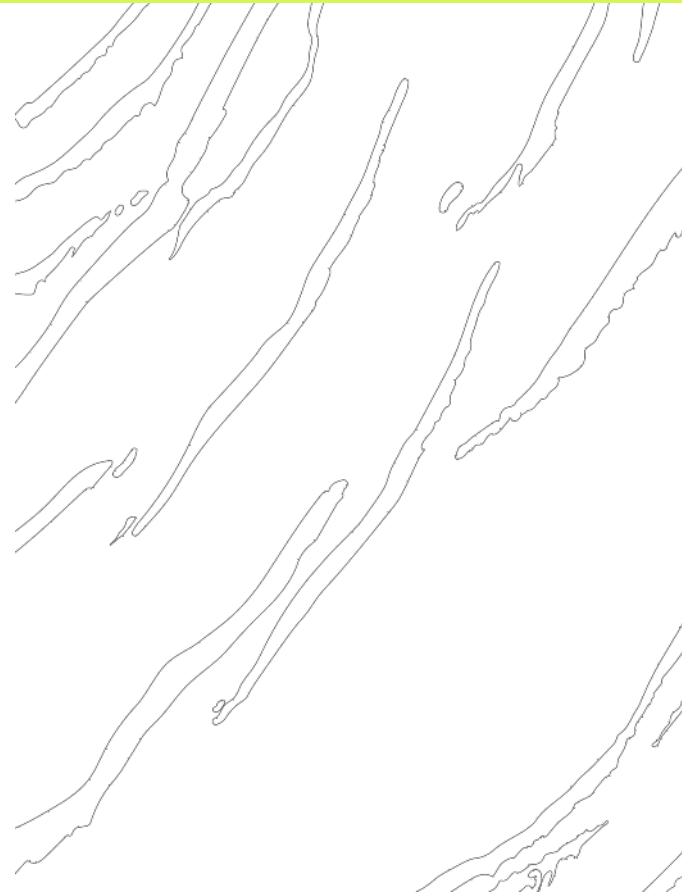1026. Zoom out - View tab, Zoom Out, Ctrl + Shift + -

1027. Reset zoom - View tab, Zoom, 100%, Alt + W, Z

1028. Full screen - View tab, Full Screen, Alt + W, F

1029. Normal screen - View tab, Full Screen, Esc

1030. Page break preview - View tab, Page Break Preview, Alt + W, I

1031. Print preview - File tab, Print Preview, Ctrl + F2

1032. Page setup - File tab, Page Setup, Ctrl + Shift + P

1033. Print area - File tab, Print Area, Set Print Area, Ctrl + Shift + A

1034. Clear print area - File tab, Print Area, Clear Print Area, Ctrl + Shift + C

1035. Print - File tab, Print, Ctrl + P

1036. Save - File tab, Save, Ctrl + S

1037. Save as - File tab, Save As, F12

1038. Save as PDF - File tab, Save As, PDF or XPS, Ctrl + Shift + F12

1039. Save as XPS - File tab, Save As, PDF or XPS, Ctrl + Shift + F12

1040. Close workbook - File tab, Close, Ctrl + W 1041

1041. Open workbook - File tab, Open, Ctrl + O

1042. Recent workbooks - File tab, Recent, Ctrl + T

1043. New workbook - File tab, New, Ctrl + N

1044. Undo - Home tab, Undo, Ctrl + Z

1045. Redo - Home tab, Redo, Ctrl + Y

1046. Cut - Home tab, Cut, Ctrl + X

1047. Copy - Home tab, Copy, Ctrl + C

1048. Paste - Home tab, Paste, Ctrl + V

1049. Paste special - Home tab, Paste, Paste Special, Ctrl + Alt + V

1050. Find - Home tab, Find & Select, Find, Ctrl + F

1051. Replace - Home tab, Find & Select, Replace, Ctrl + H

1052. Go to - Home tab, Find & Select, Go To, F5

1053. Format painter - Home tab, Format, Format Painter, Ctrl + Shift + C

1054. Clear formats - Home tab, Clear, Clear Formats, Ctrl + Shift + \

1055. Clear all - Home tab, Clear, Clear All, Ctrl + Shift + Delete

1056. Clear contents - Home tab, Clear, Clear Contents, Ctrl + Delete

1057. Clear comments - Home tab, Clear, Clear Comments, Ctrl + Shift + F11

1058. Clear hyperlinks - Home tab, Clear, Clear Hyperlinks, Ctrl + Shift + F10

1059. Wrap text - Home tab, Alignment, Wrap Text, Ctrl + Shift + W

1060. Merge & Centre - Home tab, Alignment, Merge & Centre, Ctrl + Shift + M

1061. Merge across - Home tab, Alignment, Merge & Centre, Ctrl + Shift + A

1062. Merge cells - Home tab, Alignment, Merge & Centre, Ctrl + Shift + M

1063. Unmerge cells - Home tab, Alignment, Merge & Centre, Ctrl + Shift + U

1064. Text to columns - Data tab, Text to Columns, Ctrl + Shift + T

1065. Flash fill - Data tab, Data Tools, Flash Fill, Ctrl + E

1066. Get & transform - Data tab, Get & Transform Data, Ctrl + Shift + T

1067. Connections - Data tab, Connections, Ctrl + Shift + C

1068. Refresh - Data tab, Connections, Refresh All, Ctrl + Shift + R

1069. Refresh selected - Data tab, Connections, Refresh, Ctrl + Shift + F5

1070. Remove duplicates - Data tab, Remove Duplicates, Ctrl + Shift + K

1071. Highlight duplicates - Home tab, Conditional Formatting, Highlight Cells Rules, Duplicate Values

1072. Data validation - Data tab, Data Tools, Data Validation, Ctrl + Shift + V

1073. Validate data - Data tab, Data Tools, Data Validation, Ctrl + Shift + V

1074. Validate custom - Data tab, Data Tools, Data Validation, Ctrl + Shift + V

1075. Validate list - Data tab, Data Tools, Data Validation, Ctrl + Shift + V

1076. Validate date - Data tab, Data Tools, Data Validation, Ctrl + Shift + V

1077. Validate time - Data tab, Data Tools, Data Validation, Ctrl + Shift + V

1078. Validate text length - Data tab, Data Tools, Data Validation, Ctrl + Shift + V

1079. Validate whole number - Data

1080. Validate decimal number - Data tab, Data Tools, Data Validation, Ctrl + Shift + V

1081. Validate formula - Data tab, Data Tools, Data Validation, Ctrl + Shift + V

1082. Validate cell range - Data tab, Data Tools, Data Validation, Ctrl + Shift + V

1083. Validate by comparison - Data tab, Data Tools, Data Validation, Ctrl + Shift + V

1084. Group - Data tab, Outline, Group, Ctrl + Shift + G

1085. Ungroup - Data tab, Outline, Ungroup, Ctrl + Shift + U

1086. Subtotal - Data tab, Outline, Subtotal, Ctrl + Shift + T

1087. Sort ascending - Data tab, Sort & Filter, Sort A-Z, Ctrl + Shift + A

1088. Sort descending - Data tab, Sort & Filter, Sort Z-A, Ctrl + Shift + D

1089. Sort by colour - Data tab, Sort & Filter, Sort by Colour, Ctrl + Shift + L

1090. Filter - Data tab, Sort & Filter, Filter, Ctrl + Shift + F

1091. Advanced filter - Data tab, Sort & Filter, Advanced, Ctrl + Shift + F

1092. AutoFilter - Data tab, Sort & Filter, Filter, Ctrl + Shift + F

1093. Clear filter - Data tab, Sort & Filter, Clear, Ctrl + Shift + E

1094. Remove duplicates - Data tab, Remove Duplicates, Ctrl + Shift + K

1095. Refresh pivot table - Data tab, Connections, Refresh, Ctrl + Shift + F5

1096. Group pivot items - Data tab, Group, Group Field, Ctrl + Shift + G

1097. Ungroup pivot items - Data tab, Group, Ungroup Field, Ctrl + Shift + U

1098. Pivot table options - Data tab, PivotTable Options, Ctrl + Shift + P

1099. Pivot chart options - Insert tab, Charts, Pivot Chart, Ctrl + Shift + C

1100. Slicer options - Data tab, Slicers, Options, Ctrl + Shift + O

Contact Us

> **We invest in you, working with you, to achieve your goals.**

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thank you