💈Save Your time with Short Cut 💈

Ctrl + A - Select All

Ctrl + B - Bold

Ctrl + C - Copy

Ctrl + D - Fill

Ctrl + F - Find

Ctrl + G - Find next instance of text

Ctrl + H - Replace

Ctrl + I - Italic

Ctrl + K - Insert a hyperlink

Ctrl + N - New workbook

Ctrl + O - Open

Ctrl + P - Print

Ctrl + R - Nothing right

Ctrl + S - Save

Ctrl + U - Underlined

Ctrl + V - Paste

Ctrl W - Close

Ctrl + X - Cut

Ctrl + Y - Repeat

Ctrl + Z - Cancel

F1 - Help

F2 - Edition

F3 - Paste the name

F4 - Repeat the last action

F4 - When entering a formula, switch between absolute / relative references

F5 - Goto

F6 - Next Pane

F7 - Spell Check

F8 - Extension of the mode

F9 - Recalculate all workbooks

F10 - Activate Menubar

F11 - New graph

F12 - Save As

Ctrl +: - Insert the current time

Ctrl +; - Insert the current date

Ctrl + "- Copy the value of the cell above

Ctrl + '- Copy the formula from the cell above

Shift - Offset Adjustment for Additional Functions in the Excel Menu

Shift + F1 - What is it?

Shift + F2 - Edit cell comment

Shift + F3 - Paste the function into the formula

Shift + F4 - Search Next

Shift + F5 - Find

Shift + F6 - Previous Panel

Shift + F8 - Add to the selection

Shift + F9 - Calculate the active worksheet

Shift + F10 - Popup menu display

Shift + F11 - New spreadsheet

Shift + F12 - Save

Ctrl + F3 - Set name

Ctrl + F4 - Close

Ctrl + F5 - XL, size of the restore window

Ctrl + F6 - Next Workbook Window

Shift + Ctrl + F6 - Previous Workbook Window

Ctrl + F7 - Move window

Ctrl + F8 - Resize Window

Ctrl + F9 - Minimize the workbook

Ctrl + F10 - Maximize or Restore Window

Ctrl + F11 - Inset 4.0 Macro sheet

Ctrl + F1 - Open File

Alt + F1 - Insert a graph

Alt + F2 - Save As

Alt + F4 - Output

Alt + F8 - Macro dialog

Alt + F11 - Visual Basic Editor

Ctrl + Shift + F3 - Create a name using the names of row and column labels

Ctrl + Shift + F6 - Previous Window

Ctrl + Shift + F12 - Printing

Alt + Shift + F1 - New spreadsheet

Alt + Shift + F2 - Save

Alt + = - AutoSum

Ctrl + `- Toggle value / display of the formula

Ctrl + Shift + A - Insert the argument names in the formula

Alt + down arrow - automatic view list

Alt + '- Format Style Dialog

Ctrl + Shift + ~ - General Format

Source 👉 internet

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