Microsoft Excel 2007 Keyboard Shortcuts

CTRL combination shortcut keys	
CTRL+Shift+(	Unhides any hidden rows within the selection.
CTRL+Shift+)	Unhides any hidden columns within the selection.
CTRL+Shift+&	Applies the outline border to the selected cells.
CTRL+Shift+_	Removes the outline border from the selected cells.
CTRL+Shift+~	Applies the General number format in Microsoft Excel.
CTRL+Shift+$	Applies the Currency format with two decimal places (negative numbers in parentheses).
CTRL+Shift+%	Applies the Percentage format with no decimal places.
CTRL+Shift+^	Applies the Exponential number format with two decimal places.
CTRL+Shift+#	Applies the Date format with the day, month, and year.
CTRL+Shift+@	Applies the Time format with the hour and minute, and AM or PM.
CTRL+Shift+!	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
CTRL+Shift+*	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.
CTRL+Shift+:	Enters the current time.
CTRL+Shift+"	Copies the value from the cell above the active cell into the cell or the Formula Bar.
CTRL+Shift Plus (+)	Displays the Insert dialog box to insert blank cells in Microsoft Excel.
CTRL+Minus (-)	Displays the Delete dialog box to delete the selected cells.
CTRL+;	Enters the current date.
CTRL+`	Alternates between displaying cell values and displaying formulas in the worksheet.
CTRL+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
CTRL+1	Displays the Format Cells dialog box.
CTRL+2	Applies or removes bold formatting.
CTRL+3	Applies or removes italic formatting.
CTRL+4	Applies or removes underlining in Microsoft Excel.
CTRL+5	Applies or removes strikethrough.
CTRL+6	Alternates between hiding objects, displaying objects, and displaying placeholders for objects.
CTRL+8	Displays or hides the outline symbols.
CTRL+9	Hides the selected rows.
CTRL+0	Hides the selected columns in Microsoft Excel.
CTRL+A	Selects the entire worksheet. If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the current region and its summary rows. Pressing CTRL+A a third time selects the entire worksheet. When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box. CTRL+SHIFT+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.
CTRL+B	Applies or removes bold formatting.
CTRL+C	Copies the selected cells. CTRL+C followed by another CTRL+C displays the Clipboard.
CTRL+D	Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.
CTRL+F	Displays the Find and Replace dialog box, with the Find tab selected. SHIFT+F5 also displays this tab, while SHIFT+F4 repeats the last Find action. CTRL+SHIFT+F opens the Format Cells dialog box with the Font tab selected.
CTRL+G	Displays the Go To dialog box. F5 also displays this dialog box.
CTRL+H	Displays the Find and Replace dialog box, with the Replace tab selected.
CTRL+I	Applies or removes italic formatting in Microsoft Excel.
CTRL+K	Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.
CTRL+N	Creates a new, blank workbook.
CTRL+O	Displays the Open dialog box to open or find a file. CTRL+SHIFT+O selects all cells that contain

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Computer: Keyboard Shortcuts Jitin Kumar,2019-11-29 Excellent book which contains almost all shortcuts for using computer and all computer programs Including general and daily trouble shooting areas For windows 7 MS Word MS Excel MS PowerPoint MS Access CONTENTS 1 Windows 7 Keyboard Shortcuts General keyboard shortcuts Dialog box keyboard shortcuts Windows logo key keyboard shortcuts Windows Explorer keyboard shortcuts Taskbar keyboard shortcuts Remote Desktop Connection on the desktop keyboard shortcuts Paint keyboard shortcuts WordPad keyboard shortcuts Calculator keyboard shortcuts Windows Journal keyboard shortcuts Windows Help viewer keyboard shortcuts 2 Microsoft Word Keyboard Shortcuts Frequently used shortcuts Ribbon keyboard shortcuts Navigate the document Preview and print documents Select text and graphics Edit text and graphics Work with web content Work with tables Review a document Work with references citations and indexing Work with mail merge and fields Work with text in other languages Work with document views Use function key shortcuts 3 Microsoft Excel Keyboard Shortcuts Frequently used shortcuts Ribbon keyboard shortcuts Keyboard shortcuts for navigating in cells Keyboard shortcuts for formatting cells Keyboard shortcuts for making selections and performing actions Keyboard shortcuts for working with data functions and the formula bar Power Pivot keyboard shortcuts Function keys Other useful shortcut keys 4 Microsoft PowerPoint Keyboard Shortcuts Frequently used shortcuts Ribbon keyboard shortcuts Move between panes Work in the Outline view Select and edit text and objects Format text Work with shapes pictures boxes objects and WordArt Insert and reply to comments Change order of slides or sections in a slide deck Use the Selection pane Access and use task panes Use smart tags in PowerPoint 2007 Other useful shortcut keys 5 Microsoft Access Keyboard Shortcuts Frequently used shortcuts Navigate the ribbon with only the keyboard Work with database files Navigate in the Access workspace Work with menus dialog boxes wizards and property sheets Work with text boxes combo boxes and list boxes Work with objects Work in a Design Layout or Datasheet view Work in a Datasheet view Work in a Design view Navigate in a form view Navigate in Print Preview and Layout Preview Work with panes Select text or data Edit text or data Navigate in tables and cells Get help with Access Miscellaneous keyboard shortcuts   **Microsoft Office 2007 Keyboard Shortcuts for Windows** U C Books,2016-10-02 Become fast and productive at office management Without doubt your purpose for using a computer keyboard is to be very productive in the work you do and that is what brought this book to existence From this book you will learn to use shortcut keys to perform any task in Microsoft Office 2007 you will learn many keyboard shortcuts methods and applications that will help you in your work All programs of Microsoft Office 2007 are covered to give your computing style a positive touch You will find the following in this book Gathering the Basic Knowledge of Keyboard Shortcuts Basic Keyboard Shortcuts for Microsoft Office 2007 Keyboard Shortcuts for Microsoft OneNote 2007 Keyboard Shortcuts for Microsoft Access 2007 Keyboard Shortcuts for Microsoft Excel 2007 Keyboard Shortcuts for Microsoft Word 2007 Keyboard Shortcuts for Microsoft PowerPoint 2007

Keyboard Shortcuts for Microsoft Publisher 2007 Keyboard Shortcuts for Microsoft InfoPath 2007 Keyboard Shortcuts for Microsoft Groove 2007 Keyboard Shortcuts for Microsoft Outlook 2007 Office 2007 Keyboard Shortcuts your closest teacher at all times   **Excel 2007 Keyboard Shortcuts** Quamut,2007   **Shortcut Excel 2007-2013** Adi Kusrianto,2014-06-17 Membahas fitur berupa kombinasi tombol pintas yang tersedia pada Excel 2007 hingga 2013 Banyak pemakai Excel yang telah familier dan menikmati kemudahan perintah perintah menggunakan kombinasi tombol pintas Ctrl C untuk perintah meng copy Ctrl V untuk mem paste Ctrl S untuk menyimpan file dan sebagainya Namun banyak pemakai yang tidak menyadari bahwa shortcut seperti itu jumlahnya ratusan Jika ditambah dengan trik trik tertentu maka bukan tidak mungkin jumlahnya bisa semakin banyak Dengan menguasai keyboard shortcut pada Excel versi mutakhir ini akan memperluas wawasan dan tingkat keterampilan dalam mengoperasikan Microsoft Excel Dengan dilengkapi gambar gambar dari contoh yang dibahas akan memperjelas maksud uraiannya Ini bukan sekadar referensi tombol pintas Excel tetapi juga menjelaskan maksud perintah command tertentu yang dikelompokkan menurut fungsinya Buku ini tidak dianjurkan bagi Anda yang belum mengenal Excel sebelumnya Pembahasan dalam buku mencakup Shortcut sesuai layout menu Ribbon Excel 2013 Shortcut untuk bekerja di lingkungan workbook dan worksheet Excel Shortcut dalam Entry dan format Data Shortcut Paste Special Shortcut seputar pengoperasian Formula Shortcut saat bekerja dalam Tabel Data Daftar pemanfaatan Ctrl Shift dan Tombol Fungsi   Office 2010 and 2007 Shortcuts Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card) Beezix, Inc Staff,2010-11-01 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2010 and 2007 products Word Excel and PowerPoint This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Shortcuts for the following topics Word Text Selection Shortcuts Movement Shortcuts Special Characters Switching Views Formatting Shortcuts Deleting Words and Other Shortcuts Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Date Time Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts PowerPoint Slide Show Shortcuts Media Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar   **Office 2007 Shortcuts Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card)** Beezix, Inc Staff,2007-10-24 Topics include Shortcuts Word Text Selection Shortcuts Movement Shortcuts Special Characters Switching Views Formatting Shortcuts Deleting Words and Other Shortcuts Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Date Time Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts PowerPoint Slide Show Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar   **150 Most Poweful Excel Shortcuts** Andrei Besedin,2017-10-27 EXCEL SHORTCUTS No doubt Microsoft excel is a very powerful application that is used by

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