

EXCEL SHORTCUTS CHEATSHEET

WORKBOOK

CTRL+O	Opens a workbook
CTRL+N	Create a new workbook
CTRL+P	Displays the print dialog box
CTRL+S	Save the workbook
CTRL+W	Closes the selected workbook
CTRL+F2	Displays print view
F9	Calculates all open workbooks
SHIFT+F9	Calculates the active worksheet
CTRL+F10	Maximize / restore workbook
SHIFT+F11	Inserts a new worksheet
F12	Displays the Save As dialog box

FORMATTING

CTRL+SHIFT++	Applies general format
CTRL+SHIFT+\$	Applies currency format with two decimal places
CTRL+SHIFT+%	Applies percentage format with no decimal places.
CTRL+SHIFT+#	Applies date format
CTRL+SHIFT+@	Applies time format
CTRL+SHIFT+!	Applies the Number format with two decimal places thousands separator
CTRL+1	Displays the Format Cells box

GENERAL

CTRL++	Toggles values and formulas
SHIFT+F3	Insert Function dialog box
CTRL+F3	Name manager box
ALT+M+V	Evaluate formula box
CTRL+SHIFT+U	Expand/collapse of the formula bar
CTRL+F1	Displays or hides the Ribbon
CTRL+SHIFT+L	Applies/removes filter
ALT+A+Q	Advanced filter
ALT+T+O	Excel options

SELECTION

CTRL+A	Selects the entire worksheet (Press 3 times)
F8	Toggles extend mode
CTRL+SPACEBAR	BAR Selects an entire column

EDITING

CTRL+SHIFT+:	Enters the current time
CTRL+;	Enters the current date
CTRL+C	Copies the selected cells
CTRL+D	Copies topmost cell of a range into the cells below
CTRL+R	Copies leftmost cell of a range into cells to right
CTRL+F	Find dialog box
CTRL+H+	Replace dialog box
CTRL+K	Edit hyperlink
CTRL+T	Create Table dialog box
CTRL+V	Paste
CTRL+ALT+V	Paste Special Dialog box
CTRL+X	Cuts the selected cells
CTRL+Z	Undoes last action
SHIFT+F2	Adds/edits comment
F4	Generates absolute and relative references
F7	Spell check
ALT+=	Autosum
ALT+F8	Opens Macro Dialog box
ALT+F11	Opens VB Editor
ALT+D+P	Opens pivot table wizard
ALT+A+M	Removes duplicates
ALT+A+E	Text to columns Wizard
ALT+ENTER	Enters a new line
ALT+D+L	Data validation

NAVIGATION

TAB	Left cell to right cell
SHIFT+TAB	Right cell to left cell
CTRL+G OR F5	Go To dialog box
CTRL+END	Moves to last used cell
CTRL+HOME	Moves to the first used cell
ALT+PAGE DOWN	Moves one screen to the right in a worksheet.
CTRL+PAGE DOWN	Moves to the next sheet in a workbook
ALT+PAGE UP	Moves one screen to the left in a worksheet
CTRL+PAGE UP	Moves to the previous sheet in a workbook
CTRL+ARROW	Moves to the edge of the current data region

Factset Shortcuts On Excel

Kimberly Hudson

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

Factset Shortcuts On Excel:

Reviewing **Factset Shortcuts On Excel**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Factset Shortcuts On Excel**," an enthralling opus penned by a very acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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