

# EXCEL SHORTCUTS CHEATSHEET

## WORKBOOK

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

## FORMATTING

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

## GENERAL

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

## SELECTION

<b>CTRL+A</b>	Selects the entire worksheet (Press 3 times)
<b>F8</b>	Toggles extend mode
<b>CTRL+SPACEBAR</b>	Selects an entire column

## EDITING

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

## NAVIGATION

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

# Factset Shortcuts On Excel

**Sam Key**



## **Factset Shortcuts On Excel:**

## Adopting the Beat of Appearance: An Psychological Symphony within **Factset Shortcuts On Excel**

In a world eaten by displays and the ceaseless chatter of instantaneous connection, the melodic beauty and psychological symphony created by the prepared term often disappear in to the backdrop, eclipsed by the persistent noise and disruptions that permeate our lives. However, nestled within the pages of **Factset Shortcuts On Excel** a marvelous fictional value brimming with natural feelings, lies an immersive symphony waiting to be embraced. Constructed by a wonderful musician of language, this fascinating masterpiece conducts readers on an emotional trip, skillfully unraveling the hidden tunes and profound affect resonating within each cautiously constructed phrase. Within the depths with this emotional assessment, we will explore the book is main harmonies, analyze its enthralling publishing design, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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### **Table of Contents Factset Shortcuts On Excel**

1. Understanding the eBook Factset Shortcuts On Excel
  - The Rise of Digital Reading Factset Shortcuts On Excel
  - Advantages of eBooks Over Traditional Books
2. Identifying Factset Shortcuts On Excel
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Factset Shortcuts On Excel
  - User-Friendly Interface
4. Exploring eBook Recommendations from Factset Shortcuts On Excel
  - Personalized Recommendations

- Factset Shortcuts On Excel User Reviews and Ratings
- Factset Shortcuts On Excel and Bestseller Lists
- 5. Accessing Factset Shortcuts On Excel Free and Paid eBooks
  - Factset Shortcuts On Excel Public Domain eBooks
  - Factset Shortcuts On Excel eBook Subscription Services
  - Factset Shortcuts On Excel Budget-Friendly Options
- 6. Navigating Factset Shortcuts On Excel eBook Formats
  - ePub, PDF, MOBI, and More
  - Factset Shortcuts On Excel Compatibility with Devices
  - Factset Shortcuts On Excel Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Factset Shortcuts On Excel
  - Highlighting and Note-Taking Factset Shortcuts On Excel
  - Interactive Elements Factset Shortcuts On Excel
- 8. Staying Engaged with Factset Shortcuts On Excel
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Factset Shortcuts On Excel
- 9. Balancing eBooks and Physical Books Factset Shortcuts On Excel
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Factset Shortcuts On Excel
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Factset Shortcuts On Excel
  - Setting Reading Goals Factset Shortcuts On Excel
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Factset Shortcuts On Excel
  - Fact-Checking eBook Content of Factset Shortcuts On Excel

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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