

Undo Clipboard Font Alignment Number Styles Cells Editing Analysis

Calibri 11 A A Wrap Text Merge & Center General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Clear Sort & Filter Find & Select Analyze Data

A1

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Hello, and welcome to Mark's Excel Tips. Today we are going to show you how to access 50, time saving Excel shortcuts for Windows, in Excel 365. Let's get started.

Clipboard: Undo, Paste, Copy, Cut

Font: Calibri, 11, Bold, Italic, Underline, Color, Background Color

Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Decimals, Thousands Separator

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Analysis: Analyze Data

A1

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To start, click on File.

Good afternoon



Home

New

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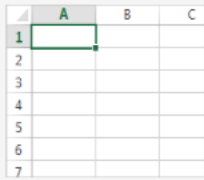
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Baby growth chart



Credit card payoff calculator

Personal monthly budget

Inventory list

Simple to-do list

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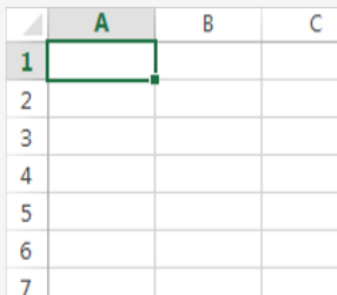
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Baby growth chart



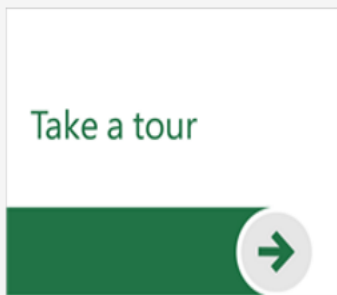
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Personal monthly budget

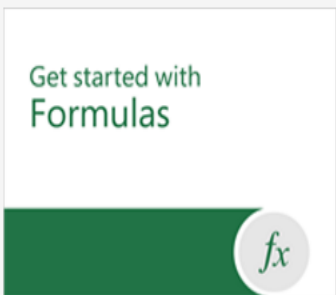
Excel Shortcuts



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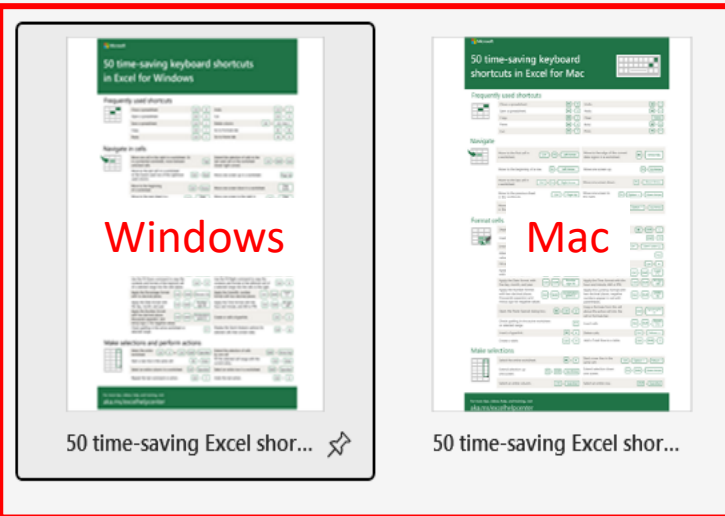
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- Save
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- Export
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- Close
- Account
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Excel Shortcuts



Windows

Mac

In the search results, you will see two templates. One is for Windows, and one is for Mac.

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Excel Shortcuts



50 time-saving Excel shor...

Click on the one for Windows.



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Save As

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Publish

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Save As

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Excel Shortcuts



50 time-saving Excel

50 time-saving keyboard shortcuts in Excel for Windows

Frequently used shortcuts

Close a spreadsheet.	Ctrl + W	Undo.	Ctrl + Z
Open a spreadsheet.	Ctrl + B	Cut.	Ctrl + X
Save a spreadsheet.	Ctrl + S	Delete columns.	Alt + Shift + Delete
Copy.	Ctrl + C	Go to Formula tab.	Alt + M
Paste.	Ctrl + V	Go to Home tab.	Alt + H

Navigate in cells

Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.	Tab	Extend the selection of cells to the last used cell on the worksheet (lower-right corner).	Ctrl + Shift + End
Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.	Ctrl + End	Move one screen up in a worksheet.	Page Up
Move to the beginning of a worksheet.	Ctrl + Home	Move one screen down in a worksheet.	Page Down
Move to the next sheet in a workbook.	Ctrl + Page Down	Move one screen to the right in a worksheet.	Alt + Page Down
Move to the previous sheet in a workbook.	Ctrl + Page Up	Move one screen to the left in a worksheet.	Alt + Page Up
Move to the edge of the current data region in a worksheet.	Ctrl + Arrow Key	Move to the previous cell in a worksheet or the previous option in a dialog box.	Tab

Format in cells

Format a cell by opening the Format Cells dialog box.	Ctrl + 1	Edit the active cell and put the insertion point at the end of its contents.	F2
Add or edit a cell comment.	Shift + F2	Open the Insert dialog box to insert blank cells.	Ctrl + Shift + Plus (+)
Display the Create Table dialog box.	Ctrl + L or Ctrl + Y	Open the Delete dialog box to delete selected cells.	Ctrl + Minus (-)
Enter the current time.	Ctrl + Shift + Colon (:)	Enter the current date.	Ctrl + Shift + Semicolon (;)
Switch between displaying cell values or formulas in the worksheet.	Ctrl + Shift + Asterisk (*)	Open the Paste Special dialog box.	Ctrl + Shift + V
Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.	Ctrl + D	Use the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.	Ctrl + Shift + Right Arrow
Apply the Percentage format with no decimal places.	Ctrl + Shift + Percent (%)	Apply the Scientific number format with two decimal places.	Ctrl + Shift + E
Apply the Date format with the first month, and year.	Ctrl + Shift + Number sign (#)	Apply the Time format with the hour and minute, and AM or PM.	Ctrl + Shift + M
Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	Ctrl + Shift + Comma (,)	Create or edit a hyperlink.	Ctrl + K
Check spelling in the active worksheet or selected range.	F7	Display the Quick Analysis options for selected cells that contain data.	Ctrl + Q

Make selections and perform actions

Select the entire worksheet.	Ctrl + A or Ctrl + Shift + Spacebar	Extend the selection of cells by one cell.	Shift + Arrow key
Start a new line in the same cell.	Alt + Enter	Fill the selected cell range with the current entry.	Ctrl + Enter
Select an entire column in a worksheet.	Ctrl + Spacebar	Select an entire row in a worksheet.	Shift + Spacebar
Repeat the last command or action.	Ctrl + Y	Undo the last action.	Ctrl + Z

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50 time-saving Excel shortcuts

Provided by: Microsoft Corporation

Save time and conquer the spreadsheet with these 50 Excel keyboard shortcuts template. Get the most out of Excel in Windows and learn pro tips using this free Excel shortcuts template. Master navigation in cells, formatting cells, and more in this time-saving keyboard shortcuts template for Excel.

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Excel Shortcuts



50 time-saving Excel

50 time-saving keyboard shortcuts in Excel for Windows

Frequently used shortcuts

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Open a spreadsheet.	Ctrl + O	Cut.	Ctrl + X
Save a spreadsheet.	Ctrl + S	Delete columns.	Alt + Shift + Delete
Copy.	Ctrl + C	Go to Formula tab.	Alt + M
Paste.	Ctrl + V	Go to Home tab.	Alt + H

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Display the Create Table dialog box.	Ctrl + L or Ctrl + T	Open the Delete dialog box to delete selected cells.	Ctrl + Minus (-)
Enter the current time.	Ctrl + Shift + Column (L)	Enter the current date.	Ctrl + Shift + Column (D)
Switch between displaying cell values or formulas in the worksheet.	Ctrl + Shift + Grays (G)	Open the Paste Special dialog box.	Ctrl + Alt + V
Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.	Ctrl + D	Use the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.	Ctrl + R
Apply the Percentage format with no decimal places.	Ctrl + Shift + Percent (%)	Apply the Scientific number format with two decimal places.	Ctrl + Shift + Case (S)
Apply the Date format with the day, month, and year.	Ctrl + Shift + Number sign (#)	Apply the Time format with the hour and minute, and AM or PM.	Ctrl + Shift + Alt sign (A)
Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	Ctrl + Shift + Comma (,) and Minus (-)	Create or edit a hyperlink.	Ctrl + K
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Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Decimals

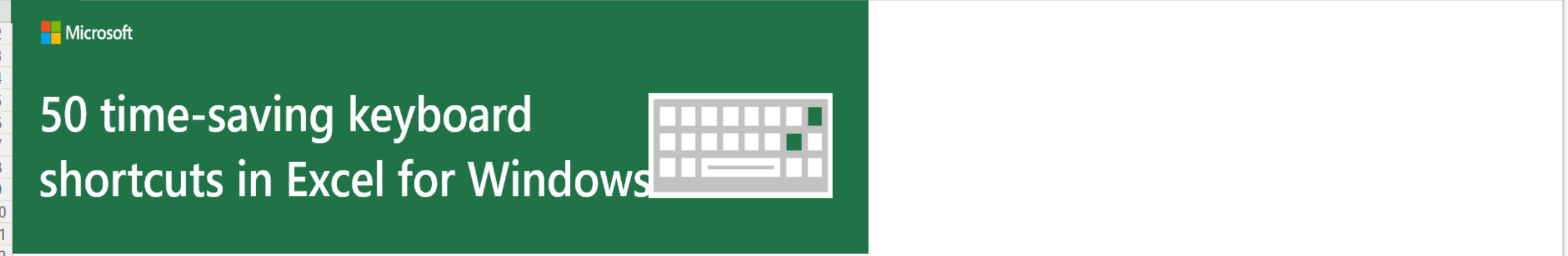
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A1



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	Save a spreadsheet.	Ctrl + S	Delete column.	Alt + H, D, then C
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