EXCEL CHAMPS

Presents

EXCEL PRODUCTIVITY GUIDE

80 SUPER USEFUL KEYBOARD SHORTCUTS

VERSION 3.1

AWESOME
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Hey,

My name is Puneet . I'm a 26 years old guy from India.

I'm on a mission.

And, my mission is to help people & learn Microsoft Excel.

So, that's why I am helping people who want to learn Microsoft Excel.

I have founded ExcelChamps to reach more & more people like you.

I have created this E-Book with love, for people who want to drive their skills to next level.

With love and respect,

Puneet Gogia

Follow the real me on Instagram

IMPORTANT MESSAGE

This copy is purely dedicated to you. You can use it in several ways. Save it in your laptop, mobile, take a printout, and please, no need to say thanks. 😁

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If want some changes in it or some addition to it, you can mail me.

And, if you like this guide, don't forget to share it with your buddies. I'm sure they will appreciate it.

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Tips to make best out of this shortcut list

- Try to use as more as shortcut keys you can.

- Replace your 10 most used options with shortcuts.

- Make your fingers learn shortcut keys.

- Try to locate shortcut keys by pressing alt key.

BASIC KEYS

Ctrl + Up Arrow	move to the top end
Ctrl + Down Arrow	move to the down end
Ctrl + Right Arrow	move to the right end
Ctrl + Left Arrow	move to the left end
Ctrl + C	copy
Ctrl + V	paste
Ctrl + X	cut
Ctrl + S	save
Ctrl + P	print
Ctrl + F4	save as
Ctrl + Z	undo last action
Ctrl + Y	redo last action
Ctrl + A	select all
Ctrl + Spacebar	select entire column
Shift + Spacebar	select entire row
Delete	delete
F2	edit cell
Esc	close edit mode
F1	help
Menu Option	right click menu
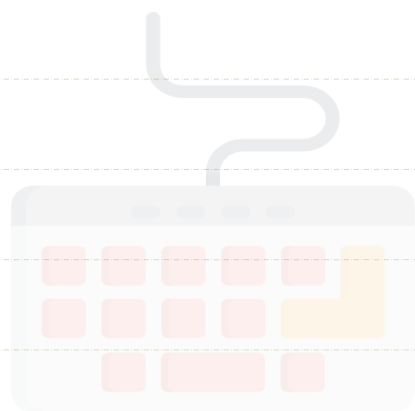
FORMATTING KEYS

Ctrl + B	bold
Ctrl + I	italic
Ctrl + U	underline
Ctrl + !	open format menu
Ctrl + Shift + @	format as time value
Ctrl + Shift + #	format as date value
Ctrl + Shift + $	format as currency
Ctrl + Shift + %	format as percentage value
Alt H O I / A	adjust cell width to content
Alt H B A	apply border
Alt H F C	change font color
Alt H H	change cell color
Alt H A C	align text to center
Alt H M C	merge cell
Alt H W	wrap text
Alt H F F	change font style
Alt H F S	change font size
Alt H L N	add conditional formatting
Alt H T	format as table
Alt H J	style cell
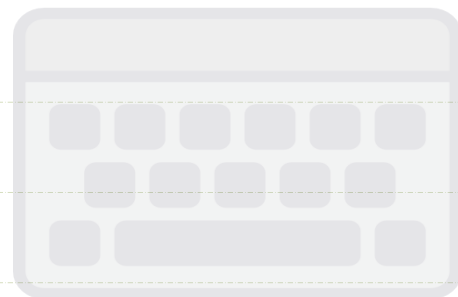
INSERT & LAYOUT KEYS

Alt N V	insert pivot table
Alt N T	insert table
Alt N P	insert picture
Alt N S H	insert shape
Alt N S C	insert charts
Alt N I	insert hyperlink
Alt N X	insert text box
Alt N J	insert object
Alt N U	insert symbol
Alt N H	insert header & footer
Alt N V	insert pivot table
Alt W V F	hide/unhide formula bar
Alt W V H	hide/unhide heading
Alt W V G	hide/unhide gridlines
Alt W Q C	change zoom
Alt W F F	freeze pane
Alt W F I	page break view
Alt W F C	custom view
Alt W F P	page layout view
Alt W A	arrange windows
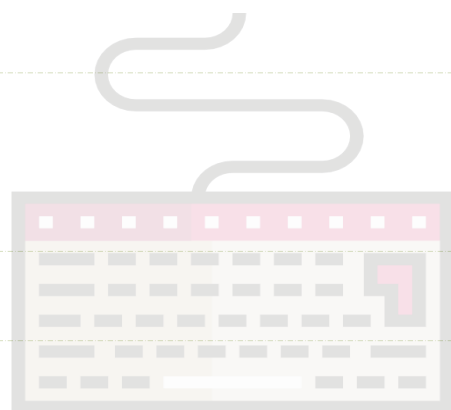
INSERT & LAYOUT KEYS

Shift + F3	insert function
Alt M R	recently used functions
Alt M I	financial functions
Alt M L	logical functions
Alt M T	text functions
Alt M E	date & time functions
Alt M O	lookup functions
Alt M G	math & trig functions
Alt M Q	more functions
Alt + =	auto sum
Alt M N	name manager
Alt D F F	add filters
Alt A V V	insert data validation
Alt A M	remove duplicates
Alt A R A	refresh all
Alt A E	text to column
Alt A G	group rows & columns
Alt A U	ungroup rows & columns
Alt A B	add sub total
Alt A S S	sort
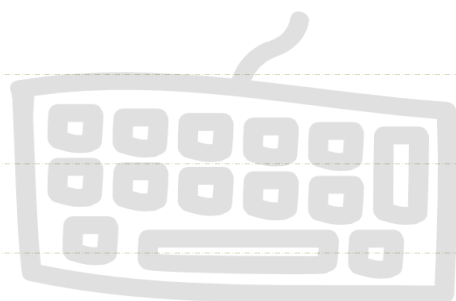
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