

**COMPUTER SHORTCUT KEYS- MS EXCEL**

<b>Shortcuts</b>	<b>Work of shortcuts</b>
<b>F2</b>	<b>Edit the selected cell</b>
<b>F5</b>	<b>Go to a specific cell</b>
<b>F7</b>	<b>Spell check selected text and/or document</b>
<b>F11</b>	<b>Create chart</b>
<b>Ctrl + Shift +;</b>	<b>Enter the current time</b>
<b>Ctrl +;</b>	<b>Enter the current date</b>
<b>Alt + Shift + F1</b>	<b>Insert new worksheet</b>
<b>Shift + F3</b>	<b>Open the Excel formula window</b>
<b>Shift + F5</b>	<b>Bring up the search box</b>
<b>Ctrl + B</b>	<b>Bold highlighted selection</b>
<b>Ctrl + I</b>	<b>Italicize highlighted selection</b>
<b>Ctrl + D</b>	<b>Fill</b>
<b>Ctrl + K</b>	<b>Insert link</b>
<b>Ctrl + F</b>	<b>Open find and replace options</b>
<b>Ctrl + G</b>	<b>Open go-to options</b>
<b>Ctrl + H</b>	<b>Open find and replace options</b>
<b>Ctrl + U</b>	<b>Underline highlighted selection</b>
<b>Ctrl + Y</b>	<b>Underline selected text</b>
<b>Ctrl + 5</b>	<b>Strikethrough highlighted selection</b>
<b>Ctrl + O</b>	<b>Open options</b>
<b>Ctrl + N</b>	<b>Open new document</b>
<b>Ctrl + P</b>	<b>Open print dialog box</b>
<b>Ctrl + Z</b>	<b>Undo the last action</b>
<b>Ctrl + F9</b>	<b>Minimize current window</b>
<b>Ctrl + F10</b>	<b>Maximize currently selected window</b>

# **DOON EXCEL NET ACADEMY**

## **COMPUTER EDUCATION**

<b>Ctrl + F6</b>	<b>Switch between open workbooks/windows</b>
<b>Ctrl + Page up &amp; Page Down</b>	<b>Move between Excel worksheets in the same document</b>
<b>Ctrl + Tab</b>	<b>Move between two or more open Excel files</b>
<b>Alt + =</b>	<b>Create the formula to sum all of the above cells</b>
<b>Ctrl +</b>	<b>Insert the value of the above cell into the current cell</b>
<b>Ctrl + Shift + !</b>	<b>Format number in comma format</b>
<b>Ctrl + Shift + \$</b>	<b>Format number in currency format</b>
<b>Ctrl + Shift + #</b>	<b>Format number in date format</b>
<b>Ctrl + Shift + %</b>	<b>Format number in percentage format</b>
<b>Ctrl + Shift + ^</b>	<b>Format number in scientific format</b>
<b>Ctrl + Shift + @</b>	<b>Format number in time format</b>
<b>Ctrl + (Right arrow)</b>	<b>Move to next section of text</b>
<b>Ctrl + Space</b>	<b>Select entire column</b>
<b>Shift + Space</b>	<b>Select entire row</b>
<b>Ctrl + W</b>	<b>Close document</b>

**Head office :- Kanwali Road Dehradun Uttarakhand India**

Social Links: [www.Doonexcelnet.com](http://www.Doonexcelnet.com) | youtube- [DOON EXCEL EDUCATION](#)

H.O. Online: [+91-8923862460](tel:+91-8923862460) | **MR. SANDEEP SIR**