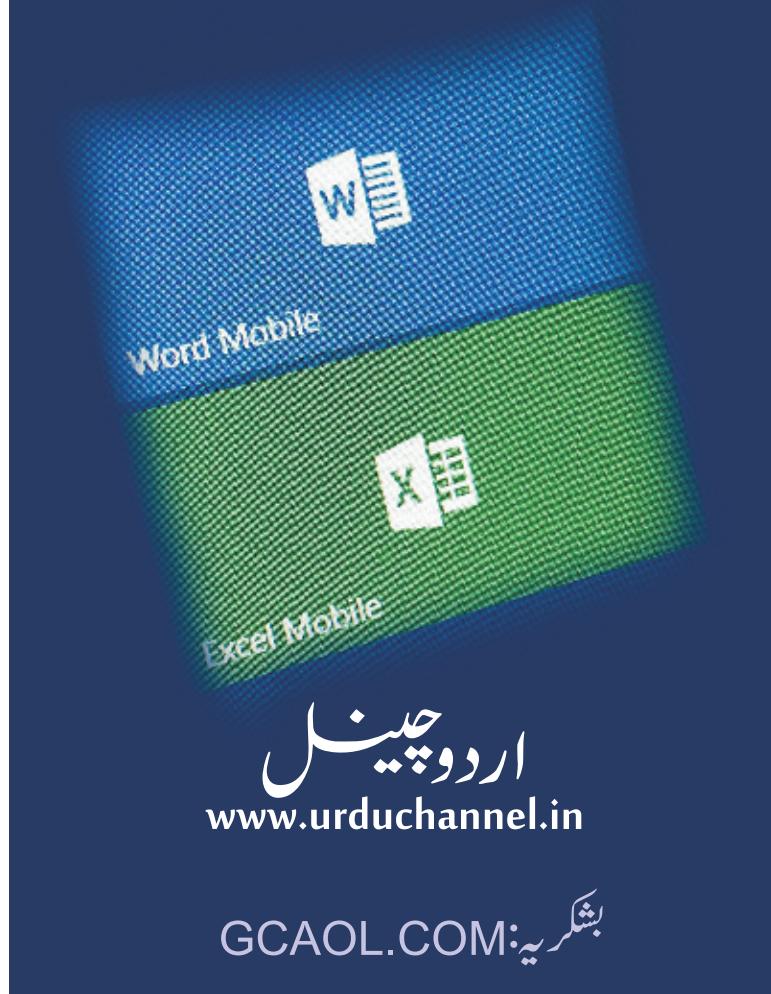


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ماہنگرو سافت ورڈ اور ایکسل (شارٹ کٹ کی)



EXCEL SHORTCUTS

Learn
Excel
Keyboard
Shortcuts



Microsoft Word Shortcut Keys



CTRL + SHIFT + C =Copy Formats

CTRL + SHIFT + D = Double Underline text

CTRL + SHIFT + E = Track changes

CTRL + SHIFT + F = Change the font

CTRL + SHIFT + H = Apply hidden text formatting

CTRL + SHIFT + K = Format letters as small capitals

CTRL + SHIFT + L = Apply the List style

CTRL + SHIFT + M = Remove a paragraph indent from the left

CTRL + SHIFT + N = Apply the Normal Style

CTRL + SHIFT + P = Change the font size

CTRL + SHIFT + Q = Change the selection to the Symbol font

CTRL + SHIFT + S = Apply a style

CTRL + SHIFT + T= Reduce a hanging indent

CTRL + SHIFT + V =Paste Formats

CTRL + SHIFT + W = Underline words but not spaces

Microsoft Word Shortcut Keys



CTRL + X = Cut text

**CTRL + Y = Redo an action previously
undone OR repeat an action**

CTRL + Z = Undo a previous action

Microsoft Word Shortcut Keys



CTRL + HOME = Go to the beginning of document

CTRL + ENTER = Page break

CTRL + DELETE = Delete one word to the right

CTRL + BACKSPACE = Delete one word to the left

CTRL + TAB = Insert a Tab character

CTRL + ALT + S = Copyright symbol

CTRL + ALT + R = Registered trademark symbol

CTRL + ALT + T = Trademark symbol

CTRL + ALT + M = Insert a comment

CTRL + ALT + I = Switch in or out of print preview

Microsoft Word Shortcut Keys



CTRL +] = Increase size of selected text by one point

CTRL + [= Decrease size of selected text by one point

CTRL + SHIFT + > = Increase font size

CTRL + SHIFT + < = Decrease font size

CTRL + 1 = Single-space lines

CTRL + 2 = Double-space lines

CTRL + 5 = 1.5 space lines

CTRL + 0 = Add/remove one line space preceding a paragraph

CTRL + Left Arrow = Move one word to the left

CTRL + Right Arrow = Move one word to the right

CTRL + Up Arrow = Move one paragraph up

CTRL + Down Arrow = Move one paragraph down

CTRL + Page Up = Go to the top of previous page

CTRL + Page Down = Go to the top of next page

CTRL + END = Go to the end of document



Excel Shortcuts



f/UsefulGen

SPACEBAR: CTRL+SPACEBAR selects an entire column

SHIFT+SPACEBAR selects an entire row

CTRL+SHIFT+SPACEBAR selects the entire worksheet

-If the worksheet contains data, CTRL+SHIFT+SPACEBAR selects the current region. Pressing CTRL+SHIFT+SPACEBAR a second time selects the current region and its summary rows. Pressing CTRL+SHIFT+SPACEBAR a third time selects the entire worksheet.

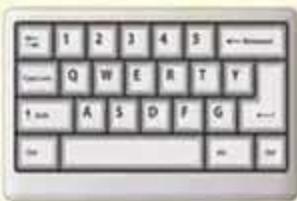
-When an object is selected, CTRL+SHIFT+SPACEBAR selects all objects on a worksheet

ALT+SPACEBAR displays the Control menu for the Microsoft Office Excel window

TAB: SHIFT+TAB moves to the previous cell in a worksheet or the previous option in a dialog box

CTRL+TAB switches to the next tab in dialog box

CTRL+SHIFT+TAB switches to the previous tab in a dialog box



Excel Shortcuts



f/UsefulGen

Arrow keys: Move one cell up, down, left or right in a worksheet.

CTRL+ARROW KEY moves to the edge of the current data region in a worksheet

SHIFT+ARROW KEY extends the selection of cells by one cell

BACKSPACE: Deletes one character to the left in the Formula bar

Also clears the contents of the active cell

In cell editing mode, it deletes the character to the left of the insertion point

DELETE: Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments
In cell editing mode, it deletes the character to the right of the insertion point



Excel Shortcuts



CTRL+D: Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below [f/UsefulGen](#)

CTRL+G: Displays the Go To dialog box

CTRL+K: Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks

CTRL+N: Creates a new, blank workbook

CTRL+O: Displays the Open dialog box to open or find a file



Excel Shortcuts



CTRL+A: Select All

CTRL+C: Copy

CTRL+X: Cut

CTRL+V: Paste

CTRL+F: Find

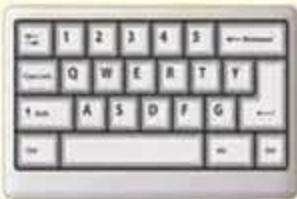
CTRL+H: Replace

CTRL+B: Bold

CTRL+I: Italics

CTRL+U: Underline

f /UsefulGen



Excel Shortcuts



F4: During formula typing, adjusts the reference type, abs to relative, otherwise repeats last action

CTRL+;/: Inserts current date

/UsefulGen

CTRL+”/”: Copies value from cell above to current cell

SHIFT+F2: Edits a cell comment

ALT+F8: Opens macro dialog box

ALT++/=: Auto sum selected cells and places values in cells beneath

CTRL+SHIFT+\$/4: Currency formats current cell

CTRL+SHIFT+&/7: Applies outline border to selected cells

CTRL+SHIFT+!/1: Comma formats current cell

SHIFT+CTRL+F: Activates font drop list

SHIFT+CTRL+P: Activates font point size drop down list



Excel Shortcuts



CTRL+P: Displays the Print dialog box

CTRL+R: Uses 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+S: Saves the active file with its [f/UsefulGen](#) current file name, location and file format

CTRL+T: Displays the Create Table dialog box

CTRL+W: Closes the selected workbook window

CTRL+:Y: Repeats the last command or action, if possible:

CTRL+Z: Uses the Undo command to reverse the last command or to delete the last entry that you typed



Excel Shortcuts



f/UsefulGen

CTRL+F5: XL, Restore window size

CTRL+F6: Next workbook window

CTRL+SHIFT+F6: Previous workbook window

CTRL+F9: To minimize workbook

CTRL+F11: To open VBE

CTRL+SHIFT+F6: For previous window

CTRL+SHIFT+F1: To open new worksheet

CTRL+O: To open workbook

CTRL+SHIFT+TAB: To active previous
workbook

CTRL+N: To create new workbook



ADVANCED **EXCEL** KEYBOARD SHORTCUTS



CTRL+A: Select All

CTRL+C: Copy

CTRL+X: Cut

CTRL+V: Paste

CTRL+F: Find

CTRL+H: Replace

CTRL+B: Bold

CTRL+I: Italics

CTRL+U: Underline



CTRL+SHIFT+&: Applies the outline border to the selected cells

CTRL+SHIFT+~: Applies the General number format

CTRL+SHIFT+\$: Applies the Currency format with two decimal places (negative numbers in parentheses)

CTRL+SHIFT+%: Applies the percentage format with no decimal places



CTRL+P: Displays the Print dialog box

CTRL+R: Uses 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+S: Saves the active file with its current file name, location and file format

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CTRL+D: Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below

CTRL+G: Displays the Go To dialog box

CTRL+K: Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks

CTRL+N: Creates a new, blank workbox

CTRL+O: Displays the Open dialog box to open or find a file



Arrow keys: Move one cell up, down, left or right in a worksheet.

CTRL+ARROW KEY moves to the edge of the current data region in a worksheet

SHIFT+ARROW KEY extends the selection of cells by one cell

BACKSPACE: Deletes one character to the left in the Formula bar

Also clears the contents of the active cell

In cell editing mode, it deletes the character to the left of the insertion point

DELETE: Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments
In cell editing mode, it deletes the character to the right of the insertion point



CTRL+6: Alternates between hiding objects, displaying objects and displaying placeholders

CTRL+8: Displays or hides the outline symbols

CTRL+9: Hides the selected rows

CTRL+0: Hides the selected columns



CTRL+F5: XL, Restore window size

CTRL+F6: Next workbook window

CTRL+SHIFT+F6: Previous workbook window

CTRL+F9: To minimize workbook

CTRL+F11: To open VBE

CTRL+SHIFT+F6: For previous window

CTRL+SHIFT+F1: To open new worksheet

CTRL+O: To open workbook

CTRL+SHIFT+TAB: To active previous
workbook

CTRL+N: To create new workbook



CTRL+SHIFT: Removes the outline border from the selected cells.

CTRL+SHIFT+*: Selects the current region around the active cell (the data area enclosed by blank rows and blank columns)

In a PivotTable, it selects the entire PivotTable report

CTRL+SHIFT+:: Enters the current time

CTRL+SHIFT+”: Copies the value from the cell above the active cell into the cell or the Formula bar



SPACEBAR: CTRL+SPACEBAR selects an entire column

SHIFT+SPACEBAR selects an entire row

CTRL+SHIFT+SPACEBAR selects the entire worksheet

-If the worksheet contains data, CTRL+SHIFT+SPACEBAR selects the current region. Pressing CTRL+SHIFT+SPACEBAR a second time selects the current region and its summary rows. Pressing CTRL+SHIFT+SPACEBAR a third time selects the entire worksheet.

-When an object is selected, CTRL+SHIFT+SPACEBAR selects all objects on a worksheet

ALT+SPACEBAR displays the Control menu for the Microsoft Office Excel window

TAB: SHIFT+TAB moves to the previous cell in a worksheet or the previous option in a dialog box

CTRL+TAB switches to the next tab in dialog box

CTRL+SHIFT+TAB switches to the previous tab in a dialog box



F4: During formula typing, adjusts the reference type, abs to relative, otherwise repeats last action

CTRL+;/: Inserts current date

CTRL+”/”: Copies value from cell above to current cell

SHIFT+F2: Edits a cell comment

ALT+F8: Opens macro dialog box

ALT++/=: Auto sum selected cells and places values in cells beneath

CTRL+SHIFT+\$/4: Currency formats current cell

CTRL+SHIFT+&/7: Applies outline border to selected cells

CTRL+SHIFT+!/1: Comma formats current cell

SHIFT+CTRL+F: Activates font drop list

SHIFT+CTRL+P: Activates font point size drop down list



F4: Repeats the last command or action if possible

When a cell reference or range is selected in a formula, F4 cycles through the various combinations of absolute and relative references

CTRL+f4 closes the selected workbook window

F5: Displays the Go To dialog box

CTRL+F5 restores the window size of the selected workbook window

F6: SHIFT+F6 switches between the worksheet, Zoom controls, task panel, and Ribbon.

CTRL+F6 switches to the next workbook window when more than one workbook window is open

MyHealthTips.in



F1: ALT+F1 creates a chart of the data in the current range

ALT+SHIFT+F1 inserts a new worksheet

F2: Shift+F2 adds or edits a cell comment

CTRL+F2 displays the Print Preview window

F3: Displays the Paste Name dialog box

SHIFT+F3 displays the Insert Function dialog box



CTRL+Pg Up: Switches between worksheet tabs, from left-to-right

CTRL+ Pg Dn: Switches between worksheet tabs, from right-to-left

CTRL+SHIFT+(: Unhides any hidden rows within the selection

CTRL+SHIFT+): Unhides any hidden columns within the selection



END: CTRL+END moves to the last cell on a worksheet, in the lowest used row of the rightmost used column. If the cursor is in the formula bar, CTRL+END moves the cursor to the end of the text

CTRL+SHIFT+END extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, CTRL+SHIFT+END selects all text in the formula bar from the cursor position to the end -this does not affect the height of the formula bar

ENTER: ALT+ENTER starts a new line in the same cell

CTRL+ENTER fills the selected cell range with the current entry

SHIFT+ENTER completes a cell entry and selects the cell above

ESC: Cancels an entry in the cell of Formula bar.

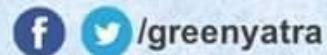
Closes an open menu or submenu, dialog box or message window

It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the Ribbon and status bar again

MyHealthTips.in

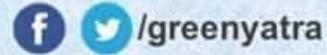
Run command shortcuts

- Calculator: calc
- Character Map: charmap
- Command Prompt: cmd
- Date and Time Properties: timedate.cpl
- Disk Cleanup Utility: cleanmgr
- Control Panel: control
- Display Properties: control desktop/desk.cpl
- Fonts: control fonts/fonts
- Internet Properties: inetcpl.cpl
- Log out Windows: logoff
- Network Connections: control netconnections/ncpa.cpl
- Notepad: notepad
- On Screen Keyboard: osk
- Printers and Faxes: control printers/printers
- Regional Settings: intl.cpl



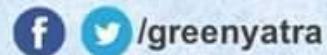
MS-Excel shortcut keys

- **F2:** Edit the selected cell.
- **F5:** Ask for a specific cell. For example, C6.
- **F7:** Spell check selected text and/or document.
- **F11:** Create chart in a new tab.
- **Ctrl + Shift + ; -** Enter the current time.
- **Ctrl + ; -** Enter the current date.
- **Alt + Shift + F1:** Insert New Worksheet.
- **Shift + F3:** Open the Excel formula window.
- **Shift + F5/Ctrl + F:** Bring up search box.
- **Ctrl + A:** Select all contents of the worksheet.
- **Ctrl + B:** Bold highlighted selection.
- **Ctrl + I:** Italic highlighted selection.
- **Ctrl + K:** Insert link.
- **Ctrl + U:** Underline highlighted selection.
- **Ctrl + S:** Strike through highlighted selection.



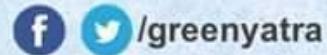
MS-Excel shortcut keys

<u>PARTICULARS</u>	<u>KEYS</u>
□ EDIT THE ACTIVE CELL	F ₂
□ CREATE A CHART	F ₁₁
□ INSERT CELL COMMENT	SHIFT + F ₂
□ FUNCTION DIALOGUE BOX	SHIFT + F ₃
□ INSERT A NEW WORKSHEET	SHIFT + F ₁₁
□ NAME MANAGER DIALOGUE BOX	CTRL + F ₃
□ VISUAL BASIC EDITOR	ALT + F ₁₁
□ MACRO DIALOGUE BOX	ALT + F ₈
□ HIDE THE SELECTED COLUMNS	CTRL + 0
□ UNHIDE THE COLUMNS	CTRL + SHIFT + 0
□ HIDE THE SELECTED ROWS	CTRL + 9
□ UNHIDE THE ROWS	CTRL + SHIFT + 9
□ SELECT ALL CELLS WITH COMMENT	CTRL + SHIFT + O



MS-Excel shortcut keys

<u>PARTICULARS</u>	<u>KEYS</u>
□ DOWN FILL	CTRL + D
□ RIGHT FILL	CTRL + R
□ ENTER SUM FUNCTION IN CELL	ALT + =
□ EURO SYMBOL	ALT + 0128
□ CENT SYMBOL	ALT + 0162
□ POUND SYMBOL	ALT + 0163
□ YEN SYMBOL	ALT + 0165
□ ENTER NEW LINE IN ACTIVE CELL	ALT + ENTER
□ CURRENT DATE	CTRL + ;
□ CURRENT TIME	CTRL + SHIFT + ;
□ SHOW FORMULA	CTRL + `
□ SELECT ENTIRE COLUMN	CTRL + SPACEBAR
□ SELECT ENTIRE ROW	SHIFT + SPACEBAR



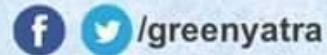
MS-Excel shortcut keys

PARTICULARS

- APPLIES NUMBER FORMAT
- APPLIES CURRENCY FORMAT
- APPLIES PERCENTAGE FORMAT
- APPLIES EXPONENTIAL FORMAT
- APPLIES GENERAL NO. FORMAT
- APPLIES TIME FORMAT
- APPLIES DATE FORMAT
- APPLIES OUTLINE BORDER
- REMOVE OUTLINE BORDER

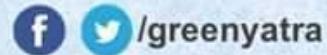
KEYS

- CTRL + SHIFT + !
- CTRL + SHIFT + \$
- CTRL + SHIFT + %
- CTRL + SHIFT + ^
- CTRL + SHIFT + ~
- CTRL + SHIFT + @
- CTRL + SHIFT + #
- CTRL + SHIFT + &
- CTRL + SHIFT + _



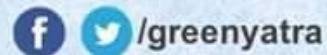
Basic PC shortcut keys

- Alt/F10: Activates menu bar.
- Ctrl + A: Select all text.
- Ctrl + X/Shift + Del: Cut selected item.
- Ctrl + C/Ctrl + Ins: Copy selected item.
- Ctrl + V/Shift + Ins: Paste.
- Ctrl + P: Print.
- Ctrl + S: Save.
- F5: Refresh.
- Ctrl + Alt + Del: Restart system/open task manager.
- Del: Delete selected item.
- Esc: Terminate most of the operations.
- Enter: Execute a program.
- Home/End: Goes to beginning/end of current line.
- Tab/Shift + Tab: Select the next/previous item.
- Page up/page down: Goes to the top/bottom of the document/window.
- Ctrl + Z/Ctrl + Y: Undo/Redo.

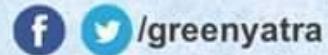


Function keys

- **F1:** Universal help key, sometimes also used to open the Task Pane.
- **F2:** In Windows, commonly used to rename.
- **F3:** Often opens a search feature. Also generally used to cancel any running installation.
- **F4:** Open find window. Alt + F4 will close the program currently active in Microsoft Windows.
- **F5:** In all modern browsers, F5 refreshes/reload the page. Open the find/ replace/go to window in Microsoft Word. Starts a slideshow in PowerPoint.
- **F6:** Move the cursor to the Address bar in Internet Explorer and Mozilla Firefox. Used to save file in MS-DOS.

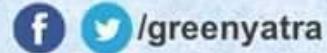


- F7: Commonly used to spell check and grammar check a document in Microsoft office programs.
- F8: Generally used to enter the Windows start-up menu while booting.
- F9: Opens the Measurements toolbar in Quark 5.0 (DTP). Update the Inbox in Lotus Notes.
- F10: In Microsoft Windows activates the menu bar of an open application.
- F11: Full-screen mode in all modern Internet browsers.
- F12: Open the Save as window in Microsoft Word.



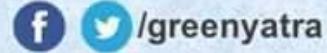
MacOS shortcut keys

- Open Apple + ?: Mac help
- Open Apple + M: Minimize window
- Open Apple + N: New finder window
- Open Apple + Shift + N: New folder
- Open Apple + W: Close the current window.
- Open Apple + C: Copy the elected item to the clipboard.
- Open Apple + X: Cut the selected item.
- Open Apple + V: Paste item from the clipboard.
- Open Apple + L: Make alias.
- Open Apple + T: Add to favorites.
- Open Apple + O: Open the selected icon.
- Open Apple + F: Display the find dialog box.
- Open Apple + G: Repeat the last find operation.



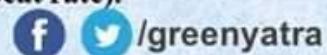
Linux shortcut keys

- **Ctrl + Alt + F1...F6:** Switch among the text terminals.
- **Ctrl + Alt + F7...F12:** Switch to GUI mode.
- **Tab:** Auto-complete the command.
- **Up/Down Arrow:** Show previous/next command history.
- **Ctrl + Alt + (+)/(-):** Increase/decrease the screen resolution (GUI).
- **Ctrl + Alt + Del:** Restart the system.
- **Ctrl + C:** Kill the current process.
- **Ctrl + D:** Log off from current terminal.
- **Ctrl + Z:** Send the current process to the background.
- **Ctrl + Tab:** Go to the next virtual desktop (GUI).
- **Ctrl + Shift + Tab:** Go to the previous virtual desktop (GUI).
- **Ctrl + Alt + L:** Lock the desktop (GUI).
- **Ctrl + S:** Stop the transfer process to the terminal.
- **Ctrl + Q:** Resume the transfer process.
- **Shift + Page up/down:** Go to top/bottom of the terminal.



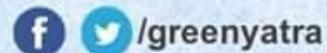
Windows shortcut keys

- **Alt + Tab:** Switch between open applications.
- **Alt + double-click:** Display the properties of the object.
- **Alt + Print Screen:** Create a screen shot only for the program you are currently in.
- **Ctrl + Print Screen/Print Screen:** Creates a screen shot of the entire screen
- **Ctrl + Alt + Del:** Reboot the computer and/or bring up the Windows task manager.
- **Ctrl + Shift + Esc:** Immediately bring up the Windows task manager.
- **Ctrl + Esc:** Bring up the Windows Start menu.
- **Alt + Esc:** Switch Between open applications on taskbar.
- **F3:** Starts find from desktop.
- **F5:** Refresh Contents to where you were on the page.
- **Shift + F10:** Same as right-click on selected item.
- **F4:** Select a different location to browse in the Windows Explorer toolbar.
- **Right Shift key for 8 seconds:** Turn filter key on/off (repeat rate).



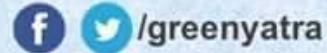
Windows shortcut keys (c..)

- **Alt + Enter:** Opens properties window of selected icon or program.
- **Shift + Del:** Delete files without throwing them into the Recycle bin.
- **Alt + Down arrow:** Display all available options on drop down menu.
- * (on the keypad): Expands all folders on the currently selected folder or drive in Windows Explorer.
- + (on the keypad): Expands only the currently selected folder in Windows Explorer.
- - (on the keypad): Collapses the currently selected folder in Windows Explorer.
- **Alt + F4:** Closes Current open program.
- **Ctrl + F4:** Closes single window in Program.
- **F6:** Move cursor to different Windows Explorer pane (similar as tab).
- **Alt + Spacebar:** Drops down the main window control menu.
- **Left Alt + Left Shift + PrtScr:** Turn high contrast on/off.
- **Left Alt + Left Shift + Num Lock:** Turn mouse key on/off.
- **Shift 5 times:** Turn sticky key on/off (no need to press keys together).
- **Shift when you insert CD:** Stop automatically play.



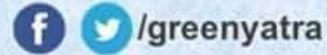
Windows shortcut keys (c..)

- **WINKEY:** Open Start.
- **WINKEY + D:** Brings the desktop to the top of all other windows.
- **WINKEY + M:** Minimizes all windows.
- **WINKEY + SHIFT + M:** Undo the minimize done by WINKEY + M and WINKEY + D.
- **WINKEY + E:** Open Microsoft Explorer.
- **WINKEY + Tab:** Cycle through open programs through the taskbar.
- **WINKEY + F:** Display the Windows Search / Find feature.
- **WINKEY + CTRL + F:** Display the search for computers window.
- **WINKEY + F1:** Display the Microsoft Windows help.
- **WINKEY + R:** Open the run window.
- **WINKEY + Pause/Break key:** Open the system properties window.
- **WINKEY + U:** Open Utility Manager.
- **WINKEY + L:** Lock the computer (Windows XP and above only).
- **Num Lock for 5 seconds:** Turn toggle key on/off (make sound).
- **Ctrl + Mouse scroll wheel:** Zoom in/Zoom out.



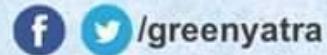
IE/Mozilla shortcut keys

- Alt + Left Arrow/Backspace: Back a page.
- Alt + Right Arrow: Forward a page.
- F5/Ctrl + R: Refresh current page, frame, or tab.
- F11: Display the current website in full screen mode. Pressing F11 again will exit this mode.
- Esc: Stop page or download from loading.
- Ctrl + (- or +) - Increase or decrease the font size, pressing '-' will decrease and '+' will increase.
- Ctrl + Enter: Quickly complete an address. For example, type microsoft in the address bar and press CTRL + ENTER to get <http://www.microsoft.com>.
- Ctrl + D: Add a Favorite for the page currently opened.
- F4: Opens the drive selection when browsing.
- Ctrl + I: Display available bookmarks.
- Ctrl + N: Open New browser window.
- Ctrl + H: Open the History bar.



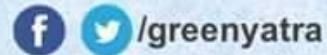
IE/Mozilla shortcut keys (c..)

- Shift + Enter: Complete a .net instead of a .com address (Mozilla).
- Ctrl + Shift + Enter: Complete a .org address (Mozilla).
- Ctrl + Shift + Del: Open the Clear Data window to quickly clear private data.
- Ctrl + J: Display the download window (Mozilla).
- Ctrl + F4/Ctrl + W: Closes the currently selected tab.
- Ctrl + Shift + T: Undo the close of a window (Mozilla).
- Ctrl + T: Opens a new tab.
- Ctrl + F4: Closes the currently selected tab.
- Ctrl + Tab: Moves through each of the open tabs.
- Alt + Down arrow: Display all previous text entered in a text box and/or available options on drop down menu.
- Alt + D: Highlights the text in the address bar.
- Ctrl + B: Open the Organize Favorites dialog box.
- Ctrl + E: Open the Search bar.
- Ctrl + F: Start the Find utility



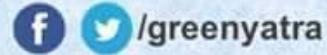
Outlook shortcut keys

- Home/End: Select the first/last contact in the list.
- Up/Down arrow: Move to the previous/next mail/card.
- Ctrl + Spacebar: Select/deselect the current card.
- Ctrl + Shift + up/down arrow: Selection of the previous/next card.
- Shift + page up/page down: Selection up to first/last page.
- Shift + Home/End: Same as above.
- Ctrl + Home/End: Move to the first/last mail/card.
- Left key/Right key: Collapse/Expand current section.
- Ctrl + Shift + D: Display new call dialog box.
- F11: Go to find contact box.



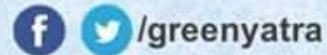
Run command shortcuts (c..)

- Remote Desktop: mstsc
- Services: services.msc
- Shut Down Windows: shutdown
- Sounds and Audio: mmsys.cpl
- System Properties: sysdm.cpl
- Task Manager: taskmgr
- Windows Update Launch: wupdmgr
- Wordpad: write
- MS-Word: winword
- MS-Excel: excel
- MS-Outlook: outlook
- MS-Powerpoint: powerpnt
- Microsoft Picture Manager: ois
- Windows Explorer: explorer
- Opens your home drive:
%homedrive%



How to create own short key

- Open the folder or directory that contains the program you wish to create a shortcut for.
- Right-click on the program and click Create Shortcut.
- This will create a shortcut in the directory you are in. If you wish to rename this shortcut, right-click the file and click rename.
- Cut this shortcut and paste it anywhere to execute this program.
- Right-click the shortcut and click Properties.
- Click the Shortcut tab.
- Click in the Shortcut key box and press a letter. For example, if you press "G" the shortcut key will automatically be made Ctrl + Alt + G.
- Now click on Apply and then OK.
- Now use Ctrl + Alt + G to open that program.



EXCEL SHORTCUTS



CTRL+SHIFT+Plus (+): Displays the Insert dialog box to insert blank cells.

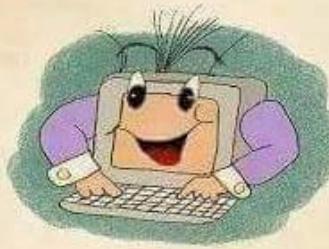
CTRL+Minus (-): Displays the Delete dialog box to delete the selected cells.

CTRL+; : Enters the current date.

CTRL+` : Alternates between displaying cell values and displaying formulas in the worksheet.

CTRL+': Copies a formula from the cell above the active cell into the cell or the Formula Bar.

EXCEL SHORTCUTS



F1: ALT+F1 creates a chart of the data in the current range.

ALT+SHIFT+F1 inserts a new worksheet.

F2: SHIFT+F2 adds or edits a cell comment.

CTRL+F2 displays the Print Preview window.

F3: Displays the Paste Name dialog box.

SHIFT+F3 displays the Insert Function dialog box.

EXCEL SHORTCUTS



CTRL+6: Alternates between hiding objects, displaying objects, and displaying placeholders for objects

CTRL+8: Displays or hides the outline symbols

CTRL+9: Hides the selected rows

CTRL+0: Hides the selected columns

EXCEL SHORTCUTS



CTRL+SHIFT+^: Applies the Exponential number format with two decimal places.

CTRL+SHIFT+#: Applies the Date format with the day, month, and year.

CTRL+SHIFT+@: Applies the Time format with the hour and minute, and AM or PM

CTRL+SHIFT+!: Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.

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EXCEL SHORTCUTS



CTRL+SHIFT+&: Applies the outline border to the selected cells

CTRL+SHIFT+~: Applies the General number format

CTRL+SHIFT+\$: Applies the Currency format with two decimal places (negative numbers in parentheses)

CTRL+SHIFT+%: Applies the Percentage format with no decimal places

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(....to be contd.)

EXCEL SHORTCUTS



CTRL + Pg Up : Switches between worksheet tabs, from left-to-right

CTRL + Pg Dn : Switches between worksheet tabs, from right-to-left

CTRL + SHIFT + (: Unhides any hidden rows within the selection

CTRL + SHIFT +) : Unhides any hidden columns within the selection

EXCEL SHORTCUTS



CTRL+P: Displays the Print dialog box

CTRL+R: Uses 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+S: Saves the active file with its current file name, location, and file format

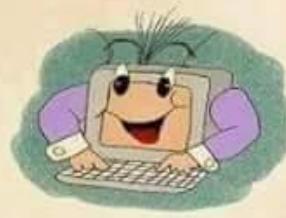
CTRL+T: Displays the Create Table dialog box

CTRL+W: Closes the selected workbook window

CTRL+Y: Repeats the last command or action, if possible

CTRL+Z: Uses the Undo command to reverse the last command or to delete the last entry that you typed

EXCEL SHORTCUTS



CTRL+SHIFT: Removes the outline border from the selected cells.

CTRL+SHIFT+*: Selects the current region around the active cell (the data area enclosed by blank rows and blank columns).

In a PivotTable, it selects the entire PivotTable report.

CTRL+SHIFT+: Enters the current time

CTRL+SHIFT+": Copies the value from the cell above the active cell into the cell or the Formula Bar.

EXCEL SHORTCUTS



CTRL+SHIFT_: Removes the outline border from the selected cells.

CTRL+SHIFT+*: Selects the current region around the active cell (the data area enclosed by blank rows and blank columns).

In a PivotTable, it selects the entire PivotTable report.

CTRL+SHIFT+: : Enters the current time

CTRL+SHIFT+"; Copies the value from the cell above the active cell into the cell or the Formula Bar.

EXCEL SHORTCUTS



CTRL+1: Displays the Format Cells dialog box

CTRL+2: Applies or removes bold formatting

CTRL+3: Applies or removes italic formatting

CTRL+4: Applies or removes underlining

CTRL+5: Applies or removes strikethrough

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(...to be contd.)

EXCEL SHORTCUTS



CTRL+D: Uses the **Fill Down** command to copy the contents and format of the topmost cell of a selected range into the cells below

CTRL+G: Displays the **Go To** dialog box

CTRL+K: Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks

CTRL+N: Creates a new, blank workbook

CTRL+O: Displays the Open dialog box to open or find a file

Excel Shortcuts

CTRL + A: Select All



CTRL + C: Copy

CTRL + X: Cut

CTRL + V: Paste

CTRL + F: Find

CTRL + H: Replace

CTRL + B: Bold

CTRL + I: Italic

CTRL + U: Underline

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