Excel® Keyboard Shortcuts (PC Version) Quick Reference Guide

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GUIDE KEY

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Common	Copy value of cell above active cell CTRL SHIFT "	
Close Excel	Create chart of data in current range in new sheet	2.1
Close workbook GTRI	Create embedided chart of data in current range	10
Copy screen to clipboard	TSC Create, run, edit, or delete macro	Fill Allig
Copy selection CTRS	Cycle absolute and relative references in formula	Allig
Copy window to clipboard ALT PR	TSC Define name to use in references ALT, M, M	C Allig
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Delete column	D. C Display Create Table dialog box CTRL	T Ass
Delete row ALT, H.	D. R Display Error Checking menu/message ALT SHIFT F	30 Am
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Insert now ALT.	I. R Enter current time CTRL SHIFT	- Apr
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Save workbook	Move to first field in next record of data form	RIVE Trans
Switch between open Excel windows	76 Open Power Query Editor ALT F	n in the same
Toggle Full Screen mode CTRL SHIFT	Open Visual Basic For Applications Editor ALT F	27 1
Turn Key Tips On/Off	Paste name from Paste Name dialog box	Op-
Undo action	Z Refresh external data in workbook CTRL ALT	es Op-
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Apply Date format	CTRA	SHOPT			
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Apply Percentage format	CTE	SHOPT			
Apply Scientific number format	CTRA	SHOPT	A		
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Rosina Ehmann

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