

I'm not robot!

General	
Open help	F1
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Copy selection	Ctrl + C
Repeat last action	F4
Cut selection	Ctrl + X
Paste content from clipboard	Ctrl + V
Display the Paste Special dialog box	Ctrl + Alt + V
Display find and replace with Find tab selected	Ctrl + F
Display find and replace with Replace tab selected	Ctrl + H
Find previous match (after initial Find)	Ctrl + Shift + F4
Find next match (after initial Find)	Shift + F4
Insert embedded chart	Alt + F1
Insert chart in new sheet	F11
Toggle Autofilter	Ctrl + Shift + L
Activate filter	Alt + ↓

Shortcut Keys	Description
Ctrl + Shift + *	To place the outline border around selected cell
Ctrl + Shift + *	To insert current time
Ctrl + 9	To hide rows
Ctrl + 0	To hide columns
Ctrl + Shift + (To unhide rows
Ctrl + Shift +)	To unhide columns
Ctrl + Enter	To fill the selected cell range with the current entry
Shift + Spacebar	To select the entire row
Ctrl + /	To select the array containing the active cell.
Ctrl + Shift + O	To select all cells that contain comments.
Ctrl + Shift + \	To select the cells that don't match the formula
Ctrl + Shift + I	To select the cells that don't match the formula
Ctrl + Shift + C	To select cells directly referenced by formulas in the selection.
Ctrl + Shift + C	To select cells directly/indirectly referenced by formulas
Ctrl + Shift +)	To select cells contain formulas directly reference the selection
Ctrl + Shift +)	To select cells directly/indirectly referenced by formulas
Alt + *	To select the visible cells in the current selection.
Shift + Backspace	To select only active cell
Ctrl + Shift + Spacebar	To select the entire worksheet

Excel

Apply or remove italic formatting	CTRL + I
Apply or remove an underline	CTRL + U
Apply or remove strikethrough formatting	CTRL + 5
Hide rows	CTRL + 9
Unhide rows	CTRL + SHIFT + (
Hide columns	CTRL + 0 (ZERO)
Unhide columns	CTRL + SHIFT +)
Edit data by using shortcut keys	
To	Press
Edit the active cell	F2
Cancel an entry in the cell or formula bar	ESC
Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents	BACKSPACE
Paste a name into a formula	F3
Complete a cell entry	ENTER
Enter a formula as an array formula	CTRL + SHIFT + ENTER
Display the Formula Palette after you type a valid function name in a formula	CTRL + A
Insert the argument names and parentheses for a function, after you type a valid function name in a formula	CTRL + SHIFT + A
Insert, delete, and copy a selection by using shortcut keys	
To	Press
Copy the selection	CTRL + C
Paste the selection	CTRL + V
Cut the selection	CTRL + X
Clear the contents of the selection	DELETE
Insert blank cells	CTRL + SHIFT + PLUS SIGN
Delete the selection	CTRL + -
Undo the last action	CTRL + Z
Move within a selection by using shortcut keys	
To	Press
Move from top to bottom within the selection (down), or in the direction that is selected on the Edit tab (Tools menu, Options command)	ENTER
Move from bottom to top within the selection (up), or opposite to the direction that is selected on the Edit tab (Tools menu, Options command)	SHIFT + ENTER

Move from left to right within the selection, or move down one cell if only one column is selected	TAB
Move from right to left within the selection, or move up one cell if only one column is selected	SHIFT + TAB
Move clockwise to the next corner of the selection	CTRL + PERIOD
Move to the right between nonadjacent selections	CTRL + ALT + RIGHT ARROW
Move to the left between nonadjacent selections	CTRL + ALT + LEFT ARROW
Select cells, columns, rows, or objects in worksheets and workbooks by using shortcut keys	
To	Press
Select the current region around the active cell (the current region is an area enclosed by blank rows and blank columns)	CTRL + SHIFT + * (ASTERISK)
Extend the selection by one cell	SHIFT + arrow key
Extend the selection to the last nonblank cell in the same column or row as the active cell	CTRL + SHIFT + arrow key
Extend the selection to the beginning of the row	SHIFT + HOME
Extend the selection to the beginning of the worksheet	CTRL + SHIFT + HOME
Extend the selection to the last cell used on the worksheet (lower-right corner)	CTRL + SHIFT + END
Select the entire column	CTRL + SPACEBAR
Select the entire row	SHIFT + SPACEBAR
Select the entire worksheet	CTRL + A
If multiple cells are selected, select only the active cell	SHIFT + BACKSPACE
Extend the selection down one screen	SHIFT + PAGE DOWN
Extend the selection up one screen	SHIFT + PAGE UP
With an object selected, select all objects on a sheet	CTRL + SHIFT + SPACEBAR
Alternate between hiding objects, displaying objects, and displaying placeholders for objects	CTRL + 6
Show or hide the Standard toolbar	CTRL + 7
In End mode, to	
To	Press
Turn End mode on or off	END
Extend the selection to the last nonblank cell in the same column or row as the active cell	END, SHIFT + arrow key
Extend the selection to the last cell used on the worksheet (lower-right corner)	END, SHIFT + HOME

Move to the last cell on the worksheet, which is the cell at the intersection of the right-most used column and the bottom-most used row (in the lower-right corner, cell opposite the Home cell, which is typically A1)	END, HOME
Move to the last cell to the right in the current row that is not blank; unavailable if you have selected the Transition navigation keys check box on the Transition tab (Tools menu, Options command)	END, ENTER
With SCROLL LOCK turned on, to	Press
Turn SCROLL LOCK on or off	SCROLL LOCK
Move to the cell in the upper-left corner of the window	HOME
Move to the cell in the lower-right corner of the window	END
Scroll one row up or down	UP ARROW or DOWN ARROW
Scroll one column left or right	LEFT ARROW or RIGHT ARROW
Tip: When you use the scrolling keys (such as PAGE UP and PAGE DOWN) with SCROLL LOCK turned off, your selection moves to the distance you scroll. If you want to preserve your selection while you scroll through the worksheet, turn on SCROLL LOCK first.	
Print and preview a document by using shortcut keys	
To	Press
Display the Print command (File menu)	CTRL + P
Work in print preview	
To	Press
Move around the page when zoomed in	Arrow keys
Move by one page when zoomed out	PAGE UP or PAGE DOWN
Move to the first page when zoomed out	CTRL + UP ARROW or CTRL + LEFT ARROW
Move to the last page when zoomed out	CTRL + DOWN ARROW or CTRL + RIGHT ARROW
Work in a data form by using shortcut keys	
To	Press
Select a field or a command button	ALT + key, where key is the underlined letter in the field or command name

Move to the same field in the next record	DOWN ARROW
Move to the same field in the previous record	UP ARROW
Move to the next field you can edit in the record	TAB
Move to the previous field you can edit in the record	SHIFT + TAB
Move to the first field in the next record	ENTER
Move to the first field in the previous record	SHIFT + ENTER
Move to the same field 10 records forward	PAGE DOWN
Move to the same field 10 records back	PAGE UP
Move to the new record	CTRL + PAGE DOWN
Move to the first record	CTRL + PAGE UP
Move to the beginning or end of a field	HOME or END
Move one character left or right within a field	LEFT ARROW or RIGHT ARROW
Extend a selection to the beginning of a field	SHIFT + HOME
Extend a selection to the end of a field	SHIFT + END
Select the character to the left	SHIFT + LEFT ARROW
Select the character to the right	SHIFT + RIGHT ARROW
Work with the AutoFilter feature by using shortcut keys	
To	Press
Display the AutoFilter list for the current column	Select the cell that contains the column label, and then press ALT + DOWN ARROW
Close the AutoFilter list for the current column	ALT + UP ARROW
Select the next item in the AutoFilter list	DOWN ARROW
Select the previous item in the AutoFilter list	UP ARROW
Select the first item (A1) in the AutoFilter list	HOME
Select the last item in the AutoFilter list	END
Filter the list by using the selected item in the AutoFilter list	ENTER



Excel shortcut keys advanced. Advanced shortcuts in excel. What are the shortcut keys in excel 2010. Advanced excel shortcut keys 2010 pdf.

Here is an easy way to help you to toggle the outline symbols between showing and hiding. This hide and display shortcut is ctrl + 8. Where the 8 is only using the key under the function keys, not the key in the Num keypad. Active the worksheet which contains the outline symbols, then press ctrl + 8 keys repeatedly to toggle the outline symbols between hiding and displaying. Note: with this shortcut keys, you can only show or hide the outline symbols in the active sheet, if you want to apply it to the whole workbook, this way will not work. Show or hide outline symbols with Excel Options In the Excel Options dialog box, you can turn the outline symbols on and off with clicks. Please do as follows: 1. Open the Excel Options dialog box by clicking File> Options in Excel 2010/2013. (In Excel 2007, click Office button.) 2. In the Excel Options dialog box, click Advanced, and go to Display options for this worksheet section, specify the worksheet that you want to show or hide the outline symbols from the drop down list, then check or uncheck Show outline symbols if an outline is applied as you need to show or hide the outline symbols. 3. Then click OK, the outline symbols in the specified worksheet will be hidden or displayed at once. Show or hide outline symbols with Excel Options The above two methods only are applied to the specific worksheet, but if you want to show or hide the outline symbols in the whole workbook, you just repeat the way one by one. But if you have Kutools for Excel's View Options utility, you can quickly toggle the outline symbols between hiding and showing either in a worksheet or a workbook. After installing Kutools for Excel, please do as below:(Free Download Kutools for Excel Now!) 1. Click Kutools > Show / Hide > View Options, see screenshot: 2. In the View Options dialog box, under the Window options section, check or uncheck the Outline symbols to show or hide the outline symbols. If you want to apply this function to the whole workbook, you can click Apply to all sheets button at the bottom of the dialog box. See screenshot: 3. Then click OK to finish this option. The View Options tool makes it possible to show or hide most of Microsoft Excel settings quickly, such as Inner Tabs, Formula Bar, Status Bar, Windows in Taskbar, Gridlines, Page Breaks, Display Zeros, Vertical Scrollbar, Horizontal Scrollbar, Sheet Tabs, ... etc. It will save your time in looking for these setting when you need to show or hide them. Show or Hide Outline Symbol Tip.If you want to quickly show or hide multiple sheets across workbooks, please try to use the Kutools for Excel's Hide/Unhide Workbooks and Sheets as shown in the following screenshot. It's full function without limitation in 60 days, please download and have a free trial now. No ratings yet. Be the first to rate! Full PDF PackageDownload Full PDF PackageThis PaperA short summary of this paperFull PDF related to this paperDownloadPDF Pack Home → Excel Keyboard Shortcuts Written by Puneet for Excel 2007, Excel 2010, Excel 2013, Excel 2016, Excel 2019 Knowing and using Keyboard Shortcuts while using Excel is one of those Basic Excel Skills that can help you save a ton of time every day. There are more than 500 keyboard shortcuts that you can use in Excel but the problem is not all of those can be helpful for you. That's why I have listed only the 82 most important keyboard shortcuts that you can learn and use easily. If somehow you are not able to find a keyboard shortcut for the option that you use frequently in your work, you can use the following method to find it. Here's the tip: When you press the ALT key Excel shows you the keys that you can use to open the tab from the ribbon. And when you press a key for a particular tab to open it further shows you the keys to open the options that you have on that tab, so one for further drop-downs. Super Tips Replace your 10 most used options with shortcuts.Make your fingers learn the shortcut keys. Download the Cheat Sheet (PDF) Basic Keys KeyDescriptionControl + Up Arrowmove to the top endControl + Down Arrowmove to the down endControl + Right Arrowmove to the right endControl + Left Arrowmove to the left endControl + CopyControl + VpasteControl + XcutControl + SsaveControl + PprintControl + F4save asControl + Zundo the last actionControl + Yredo the last actionControl + Aselect allControl + Spacebarselect entire rowDeletedeleteF2edit cellEscsclose edit modeF1helpMenu Buttonright-click menu Formatting Keys KeysDescriptionCtrl + BboldCtrl + IitalicCtrl + UunderlineCtrl + Oopen format menuCtrl + Shift + @format as time valueCtrl + Shift + #format as a dateCtrl + Shift + \$format as currencyCtrl + Shift + %format as percentageAlt - H - O - I / Adjust cell width to contentAlt - H - B - Aapply borderAlt H F Hinsert shapeAlt N S insert chartsAlt N insert hyperlinkAlt N insert text boxAlt N insert objectAlt N insert symbolAlt N insert header & footerAlt N Z Kopen sparklinesAlt W V Fhide/unhide formula barAlt W V Hhide/unhide headingAlt W V Ghide/unhide gridlinesAlt W Q Cchange zoomAlt W F Ffreeze paneAlt W F Ipage break viewAlt W F Custom viewAlt W F Ppage layout viewAlt W Aarrange windows Functions and Data Shortcuts KeysShift + F3insert functionAlt M Rrecently used functionsAlt M Ifinancial functionsAlt M Llogical functionsAlt M Ttext functionsAlt M Edate and time functionsAlt M Olookup functionsAlt M Gmath and trig functionsAlt + =auto sumAlt M Nname managerAlt D F Fadd filtersAlt A V insert data validationAlt M remove duplicatesAlt A R refresh allAlt A Eopen text to columnAlt A Ggroup rows and columnsAlt A Ungroup rows and columnsAlt A Badd subtotalAlt A S Sopen sort My Favorite Keyboard Shortcuts KeyAlt H O Rrename a worksheetAlt + F insert the default chart More Tutorials for YOU Background image is also known as Watermark. Microsoft Excel allows you to add Background image, logo, and background colors in your document to make the document more attractive, beautiful, and eye-catching. Note: In a Microsoft Excel document, you can not add a background image to multiple Microsoft Excel documents at once. Methods to set a Background image Follow the below methods to set background in Excel - Method 1: Add background in Excel using Page Layout tab Steps to Add background in Excel There are the following steps to Add background in Excel - Note: Using the below steps, you can set background images in Microsoft Excel 2007, 2010, 2013, and 2019. Step 1: Open a new Microsoft Excel document (File -> New -> Blank document -> Create) or an existing Microsoft Excel document (File -> Open -> Browse document location -> Open button) in which you wish to add the background. Step 2: Click on the Page Layout tab on the ribbon. Click on the Background next to the Breaks option in the Page Setup section. See the screenshot given below. Note: In Microsoft 2003, click on the Format -> Sheet -> Background. Step 3: A small Sheet Background dialog box will appear on the spreadsheet. Browse the Background image that you want to set and click on the Insert button at the bottom of the dialog box, as shown in the below screenshot. Now, the screenshot below shows that your desired background image will appear in the Microsoft Excel document. Method 2: Add a background image in Microsoft Excel using the keyboard shortcut keys Microsoft Excel also allows us to Add or set a background image quickly and easily using the keyboard shortcut keys. Steps to set background A list of below mentions steps shows that how to set a background image in a Microsoft Excel document - Step 1: Double-click on the Microsoft Excel icon to open a Microsoft Excel document - Step 2: Open a new or an existing Microsoft Excel document. Click on the File -> New -> Blank document -> Create to Open a new blank Microsoft Excel document. Click on the File -> Open -> Browse document location -> Open button to open an existing Microsoft Excel document. Note: In our case, we are going to open an existing Microsoft Excel document. Step 3: Press the Alt + P + G keys together from the keyboard to open the Sheet Background dialog box. Browse the background that you want to be set on the Excel document and click on the Insert button at the bottom of the Sheet Background dialog box. Step 4: Now, you can see that your preferred background is added to the Microsoft Excel document. Step 5: Go to the Page Layout tab on the ribbon and untick the checkbox associated with the View in the Sheet Options group to remove gridlines from the background and makes background more attractive. See the screenshot given below. Method 3: Add a background with the Fill color tool Microsoft Excel also allows you to add a background with a fill color tool. In this method, a Fill color picker is used to add the background color. Steps to add a background in Microsoft Excel document A list of steps to add a background in Microsoft Excel document given below - Step 1: Open a new or an existing Microsoft Excel document in which you want to add a background with the fill color tool. Step 2: Press the Ctrl+A keys from the keyboard to select the whole Microsoft Excel document. Step 3: At the top left corner of the Microsoft Excel document, click on the vertical arrow under the cell selection menu as shown below given screenshot. Step 4: Now, click on the Home tab and click on the Fill color drop-down icon under the Font group. A color picker will appear on the document. Select the color that you want to apply as a background on your Excel document. The screenshot below shows that your selected background color is applied to the Microsoft Excel document. Method 4: Add printable background in Excel Microsoft Excel helps you to add the printable background images in the Microsoft Excel document with its Insert Watermark feature. This is quickest the method to insert the background image or text Watermark in the spreadsheet based on your requirement. Steps to add a printable background in Excel A list of steps to add a printable background in Excel is discussed below - Step 1: Open a new or an existing Microsoft Excel spreadsheet in which you want to add a printable background. Step 2: Click on the Insert tab next to the Home tab and then click on the Shapes drop-down icon in the illustrations group. A list of shapes will appear on the document, select a rectangle shape, see the below screenshot. Step 3: Draw a shape in your spreadsheet as large as you require. Step 4: The Drawing Tools is active and appears at the top of the spreadsheet. Click on the Shape Fill button, and select the color that you want to fill in the shape. Note: In our case, we fill the shape with the white color. Step 5: Now, click on the Shape Outline option. A color picker will appear on the screen in which select your desired outline color that you want to apply to the shape. Step 6: Right-click on the shape, a small dialog box pops up with the list of options. Click on the Format Shape option. Step 7: A Format Picture dialog box will appear on the screen in which do the following - Click on the Fill option from the left pane. Click on the Picture or texture fill radio button. Click on the File button in the Insert from: section to browse the image that you want to use as a background image. Tick on the Tile picture as texture checkbox. Add Transparency based on your requirement. Now, click on the close button at the bottom of the Format Picture dialog box. The screenshot below shows that your desired background is set to the Microsoft Excel document. Next TopicHow to use COUNTIF function in Excel

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