

Sr no	Command	Function
1	Alt =	AutoSum
2	Ctrl-B	Bold
3	Ctrl-Shift _	Border lines off
4	Ctrl-Shift &	Border lines on
5	Shift-F9	Calculate active sheet
6	F9	Calculate all worksheets
7	Ctrl-W	Close
8	Shift-Backspace	Collapse selection to active cell
9	Shift-F2	Comment insert/edit
10	Ctrl-C	Copy
11	Ctrl '	Copy formula from cell above
12	Ctrl-Shift "	Copy value from cell above
13	Ctrl-X	Cut
14	Ctrl ;	Date
15	Ctrl -	Delete range
16	Ctrl-Del	Delete to end of line
17	Ctrl `	Show values/formulas
18	F2	Edit cell
19	Ctrl-Shift-Enter	Enter formula as array
20	Ctrl-D	Fill down
21	Ctrl-R	Fill right
22	Ctrl-F	Find
23	Ctrl-Shift !	Format commas (2 decimal places)
24	Ctrl-Shift \$	Format currency (2 decimal places)
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25	Ctrl-Shift #	Format date (day, month, year)
26	Ctrl-Shift ^	Format exponential number (2 decimal places)
27	Ctrl-Shift ~	Format general number
28	Ctrl-Shift %	Format percentage (0 decimal places)
29	Ctrl-Shift @	Format time (hour and minute)
30	=	Formula
31	Shift-F3	Function Wizard
32	Ctrl-G	GoTo
33	Alt-Shift-Right	Group row/column

34	Alt-Enter	Hard Return in cell
35	Ctrl-0 (zero)	Hide selected column(s)
36	Ctrl-9	Hide selected row(s)
37	F11	Insert chart sheet
38	Ctrl-Shift-A	Insert Function components
39	Ctrl-Shift-Plus	Insert range
40	Shift-F11	Insert worksheet
41	Ctrl-I	Italics
42	F10	Menu bar
43	Ctrl-Alt-Left/Right	Move between noncontiguous selections
44	Alt-PgUp/PgDn	Move left/right one screen
45	Ctrl-Home	Move to beginning of worksheet
46	Ctrl-Arrow	Move to edge of region
47	End, Enter	Move to end of row
48	Ctrl-End	Move to end of worksheet
49	Shift-Enter	Move up through a selection
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50	Ctrl-Shift-F3	Name a range (Insert/Name/Create)
51	Ctrl-F3	Name a range (Insert/Name/Define)
52	Ctrl-N	New
53	Ctrl-F6	Next window
54	Ctrl-PgUp	Next worksheet
55	Ctrl-O	Open
56	Ctrl-8	Outline symbols display/hide
57	Ctrl-V	Paste
58	F3	Paste named range (Insert/Name/Paste)
59	Ctrl-Shift-F6	Previous window
60	Ctrl-PgDn	Previous worksheet
61	Ctrl-P	Print
62	Shift-F4	Repeat Find
63	Ctrl-Y	Repeat/Redo
64	Ctrl-H	Replace
65	Ctrl-S	Save
66	F12	Save As
67	Ctrl-Backspace	Scroll to display active cell
68	Ctrl /	Select array to which active cell belongs

69	Ctrl [Select cells directly referred to by selected formula
70	Ctrl-Shift {	Select cells referred to by selected formula
71	Ctrl-Shift ?	Select cells with comments
72	Ctrl-spacebar	Select column
73	Ctrl-Shift *	Select current region
74	Ctrl]	Select formulas that directly refer to active cell
75	Ctrl-Shift }	Select formulas that refer to active cell
76	Ctrl-Shift-spacebar	Select objects on worksheet
77	Shift-spacebar	Select row
78	Shift-Home	Select to beginning of row
79	Ctrl-Shift-Home	Select to beginning of worksheet
80	Ctrl-Shift-(Arrow)	Select to edge of region
81	End, Shift-Enter	Select to end of row
82	Ctrl-Shift-End	Select to end of worksheet
83	Alt ;	Select visible cells in selection
84	Ctrl-A	Select worksheet
85	Shift-F10	Shortcut menu
86	F7	Spelling and Grammar check
87	Ctrl-5	Strikethrough on/off
88	Alt '	Style box
89	Ctrl-Alt-Tab	Tab inserted
90	Ctrl-Shift-Colon	Time
91	Ctrl-U	Underline
92	Ctrl-Z	Undo
93	Alt-Shift-Left	Ungroup row/column
94	Ctrl-Shift)	Unhide column(s)
95	Ctrl-Shift (Unhide row(s)

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