

"all powers is within
you, you can do
anything &
everything"

"Vidya Parmo Dharma"

SVNEC SUNDAY SCHOOLS

(A simplified **wEb** school)

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SVNEC SCHOOL OF MS EXCEL

XL.119-EXCEL SHORTKEYS

SNO.	SHORTKEY	SNO.	SHORTKEY
1	Ctrl+A - Select All	27	F6 - Next Pane
2	Ctrl+B - Bold	28	F7 - Spell check
3	Ctrl+C - Copy	29	F8 - Extend mode
4	Ctrl+D - Fill Down	30	F9 - Recalculate all workbooks
5	Ctrl+F - Find	31	F10 - Activate Menubar
6	Ctrl+G - Goto	32	F11 - New Chart
7	Ctrl+H - Replace	33	F12 - Save As
8	Ctrl+I - Italic	34	Ctrl+: - Insert Current Time
9	Ctrl+K - Insert Hyperlink	35	Ctrl+; - Insert Current Date
10	Ctrl+N - New Workbook	36	Ctrl+" - Copy Value from Cell Above
11	Ctrl+O - Open	37	Ctrl+' - Copy Formula from Cell Above
12	Ctrl+P - Print	38	Shift - Hold down shift for additional functions in Excel's menu
13	Ctrl+R - Fill Right	39	Shift+F1 - What's This?
14	Ctrl+S - Save	40	Shift+F2 - Edit cell comment
15	Ctrl+U - Underline	41	Shift+F3 - Paste function into formula
16	Ctrl+V - Paste	42	Shift+F4 - Find Next
17	Ctrl+W - Close	43	Shift+F5 - Find
18	Ctrl+X - Cut	44	Shift+F6 - Previous Pane
19	Ctrl+Y - Repeat	45	Shift+F8 - Add to selection
20	Ctrl+Z - Undo	46	Shift+F9 - Calculate active worksheet
21	F1 - Help	47	Shift+F10 - Display shortcut menu
22	F2 - Edit	48	Shift+F11 - New worksheet
23	F3 - Paste Name	49	Shift+F12 - Save
24	F4 - Repeat last action	50	Ctrl+F3 - Define name
25	F4 - While typing a formula, switch between absolute/relative refs	51	Ctrl+F4 - Close
26	F5 - Goto	52	Ctrl+F5 - XL, Restore window size