

EXCEL SHORTCUTS

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| <ol style="list-style-type: none">1. Alt + H + D + S - Delete worksheet2. Alt + H + I + S - Insert worksheet3. Alt + H + O + R - Rename worksheet4. Alt + H + O + M - Move or copy worksheet5. Alt + H + T - Apply cell style6. Alt + H + L + H - Highlight cells with conditional formatting7. Alt + H + L + T - Apply top 10 conditional formatting8. Alt + H + L + D - Apply data bars conditional formatting9. Alt + H + L + I - Apply icon sets conditional formatting10. Alt + H + V + U - Paste as linked picture11. Alt + H + V + I - Paste as picture12. Alt + H + F + Z - Open font dropdown13. Alt + H + F + U - Apply underline (single)14. Alt + H + F + O - Open format painter15. Alt + H + B + M - Apply medium border16. Alt + H + B + I - Apply diagonal up border17. Alt + H + B + G - Apply diagonal down border18. Ctrl + Shift + 9 - Unhide selected rows19. Ctrl + Shift + 0 - Unhide selected columns20. Alt + A + S + S - Sort by color21. Alt + A + F + S - Open sort dialog22. Alt + A + V - Open data validation dropdown23. Alt + A + D + D - Remove data validation24. Alt + N + W - Insert WordArt25. Alt + N + I - Insert icon26. Alt + N + K - Insert hyperlink27. Alt + H + E + R - Remove hyperlinks28. Alt + H + F + Y - Apply accounting number format29. Alt + H + F + L - Apply long date format30. Alt + H + F + M - Apply short date format | <ol style="list-style-type: none">31. Ctrl + Shift + ` - Apply general format32. Ctrl + Alt + Shift + V - Paste special33. Alt + H + V + M - Paste matching destination formatting34. Alt + H + V + B - Paste borders35. Alt + H + S + M - Modify cell style36. Alt + H + S + N - Create new cell style37. Alt + W + V + S - Show/hide scroll bars38. Alt + W + V + T - Show/hide formula bar39. Alt + W + C - Calculate now40. Alt + W + A - Calculate sheet41. Ctrl + Shift + F6 - Switch to previous workbook42. Ctrl + F6 - Switch to next workbook43. Alt + H + O + T - Tab color for worksheet44. Alt + H + P - Protect sheet45. Alt + H + U + P - Unprotect sheet46. Alt + A + E - Export data to text file47. Alt + A + R - Refresh all data connections48. Alt + A + W - Manage data connections49. Alt + N + D - Insert 3D model50. Alt + N + B - Insert stock images51. Alt + H + F + X - Apply fraction format52. Alt + H + F + C + C - Apply custom number format53. Ctrl + Shift + B - Show/hide formula auditing toolbar54. Ctrl + Shift + E - Trace precedents55. Ctrl + Shift + W - Trace dependents56. Ctrl + Shift + Q - Remove trace arrows57. Alt + H + I + P - Insert page break58. Alt + H + D + B - Remove page break59. Alt + H + O + H - Hide sheet60. Alt + H + O + U - Unhide sheet61. Alt + H + D + S - Delete a worksheet |
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