



Keyboard Shortcuts for Desktop Version

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Contents

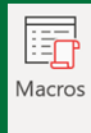
1	Basic Navigation	3
2	Cell Formatting	4
3	Row and Column Operations:	4
4	Formula and Editing:	4

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Slicers Keyboard shortcuts in Microsoft Excel can significantly improve your efficiency. Here are some commonly used keyboard shortcuts for the desktop version of Excel:

1 Basic Navigation

- **Ctrl + N:** New workbook
- **Ctrl + O:** Open workbook
- **Ctrl + S:** Save workbook
- **Ctrl + P:** Print
- **Ctrl + C:** Copy
- **Ctrl + X:** Cut
- **Ctrl + V:** Paste
- **Ctrl + Z:** Undo
- **Ctrl + Y:** Redo
- **Ctrl + F:** Find
- **Ctrl + H:** Replace
- **Ctrl + A:** Select all
- **Ctrl + Arrow Keys:** Navigate to the edge of data regions
- **Ctrl + Page Up/Page Down:** Switch between worksheets
- **Ctrl + Home:** Move to the beginning of the worksheet
- **Ctrl + End:** Move to the last cell with data on the worksheet



2 Cell Formatting

- **Ctrl + B:** Bold
- **Ctrl + I:** Italic
- **Ctrl + U:** Underline
- **Ctrl + 1:** Format cells dialog box
- **Ctrl + Shift + \$:** Apply currency format
- **Ctrl + Shift + %:** Apply percentage format

3 Row and Column Operations:

- **Ctrl + Space:** Select entire column
- **Shift + Space:** Select entire row
- **Ctrl + Shift + "+" (plus key):** Insert new worksheet
- **Ctrl + "-" (minus key):** Delete worksheet
- **Ctrl + Shift + "+" (plus key):** Insert new row
- **Ctrl + "-" (minus key):** Delete row
- **Ctrl + Shift + "+" (plus key):** Insert new column
- **Ctrl + "-" (minus key):** Delete column

4 Formula and Editing:

- **F2:** Edit active cell
- **Enter:** Move active cell down
- **Tab:** Move active cell to the right
- **Shift + Tab:** Move active cell to the left
- **Ctrl + ' (apostrophe):** Copy formula from cell above
- **Ctrl + ` (backquote):** Toggle between displaying cell values and formulas



Macros



Table



Slicer

Data Model

DAX



Script

Power Pivot

Power Query

Power BI

Excel Online

These are just a selection of commonly used keyboard shortcuts in Excel. There are many more available, and you can explore additional shortcuts based on your specific needs and tasks. Keep in mind that some shortcuts might vary slightly depending on your operating system (Windows or macOS).

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