



ASWINI BAJAJ

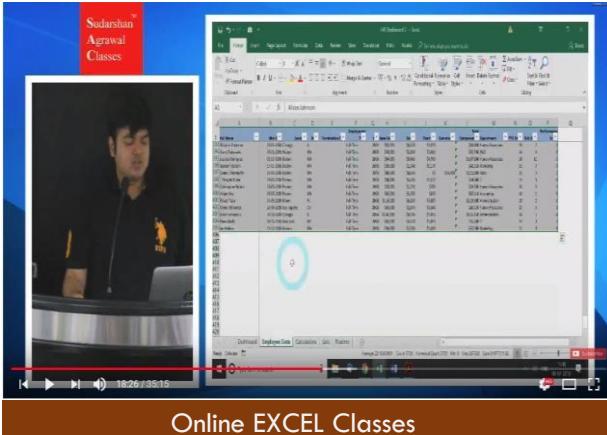
MICROSOFT OFFICE SHORTCUTS

BY

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LIST OF SHORTCUTS

WEB HISTORY



CTRL + H Open browser history

CTRL + J Open downloads history

CTRL + D Add the current web page to the bookmarks

POWERPOINT



Ctrl+N Open a new ppt

Ctrl+M New slide

Ctrl+G Group

Ctrl+Shift+G Ungroup

Ctrl+D Duplicate Object

Duplicate Slide

Run a presentation from starting

Shift+F5 View slide show from current slide

Slide number+Enter Go to the slide in slideshow mode

G-MAIL



SHIFT + ? List of keyboard shortcut for GMAIL opens

GOOGLE CHROME



CTRL + T Open a New Tab

CTRL + W Close current tab

CTRL + SHIFT+ T Open previously closed tab

CTRL + TAB Switch between open tabs

CTRL + 1 to 8 Switch to the tab of the corresponding number from left to right

CTRL + 1 Switch to the first tab

CTRL + 9 Switch to the last tab

CTRL + N Open a new browser window.

WORD



Ctrl+=	Subscript Changes the text case
Ctrl+Shift+=	Superscript
Ctrl+Shift+C	Copy Format
Ctrl+Shift+V	Paste Format
Ctrl+E	Centre align
Ctrl+J	Justify
Ctrl+F2	Print preview
Ctrl+ Y	Redo
Ctrl+Alt+1/2/3	Changes text to heading 1/2/3
Ctrl+F4	Close window
Ctrl+O	Toggles 6pts of spacing before a paragraph.
Ctrl+B	Bold highlighted selection
Ctrl+D	Open the font preferences window
Ctrl+F	Open find box
Ctrl+E	Aligns the line or selected text to the center of the screen
ALT+F4	Quit Microsoft Word

WINDOWS



Alt + Tab	Toggles between the active screen program
Ctrl + ESC	Open/Close the start menu
Alt + Print Screen	Screenshot of the program currently open on the screen-but just the program/Windows. This is different from just pressing the print screen which captures the entire screen.
Windows Key + D	Minimizes all windows and show desktops.
Ctrl + [Increases the size of the selected text by one point
Ctrl +]	Decreases the size of the selected text by one point
Windows Key + R	Open the run menu
Windows Key + E	Open explorer
Windows Key + Up arrow	Maximize the current window
Windows Key + Down arrow	Minimize the current window
Windows Key + M	Minimize all windows
Windows Key + Shift + M	Maximize all windows

CONTROL THE WINDOWS PAGE



ALT + F4	Close the current browser window
ALT + HOME	Open the home page
ALT + RIGHT ARROW	Go forward
ALT+LEFT ARROW/ BACKSPACE	Go back
F11	Go full screen
F5/CTRL + R	Reload the current page
ESC	Stop the loading of the webpage

EXCEL



MOVING THROUGH THE WORKSHEET

Ctrl + Page Down	Move to the next worksheet.
Ctrl + Page Up	Move to the previous worksheet.
Shift F11	Insert new worksheet
Ctrl+N	Create New Workbook
Alt+O,H,R	Rename current worksheet
Ctrl+S	Save workbook
F12	Save As
Alt+E,L	Delete current worksheet
Alt+E,M	Move current worksheet
Ctrl+Shift+PageUp /PageDown	Select adjacent worksheets
Ctrl+Click	Select Non-Adjacent worksheets
Ctrl+Tab	Go to next workbook
Ctrl+Shift+Tab	Go to previous workbook
Ctrl+F9	Minimise current workbook window
Ctrl+F10	Maximise current workbook window
Ctrl+F4 Alt+F4	Close current workbook
	Close Excel

ROWS & COLUMNS

Ctrl+Plus sign(+) or Ctrl+0	Insert new rows/Columns
Ctrl-Minus sign(-)	Delete Rows/columns
Ctrl+9	Hide Columns
Ctrl+Shift+9	Hide rows
Ctrl+Shift+0	Unhide Rows
Alt+Shift+Right	Unhide columns
Alt+Shift+Left	Group Rows/Columns
Ctrl+8	Ungroup Rows/Columns Hide / Show outline symbols

FOR FORMATTING

Ctrl + 1	Open the Format Cells dialog box.
Ctrl + B	Bold Format
Ctrl + I	Italic Format
Ctrl + U	Underline Format
Ctrl + Shift + !	Apply the thousands comma with two decimal places number format to a cell or range of cells.
Ctrl + Shift + @	Apply the time format to a cell or range of cells.
Ctrl + Shift + #	Apply the date format to a cell or range of cells.
Ctrl + Shift + \$	Apply the currency format to a cell or range of cells.
Ctrl + Shift + %	Apply the percent format to a cell or range of cells.

BORDERS

Alt+H,B	Open Border style list from Ribbon
Ctrl+Shift+-	Remove borders
Ctrl+Shift+&	Add border around selected cells
Alt+H,B,R	Add or remove right border
Alt+H,B,L	Add or remove left border
Alt+H,B,P	Add or remove top border
Alt+H,B,O	Add or remove bottom border
Ctrl + Shift + &	Apply outside borders to a cell or range of cells.

NAVIGATION WITHIN THE WORKSHEET



Right	Moves one cell right.
Up	Moves one cell up.
Down	Moves one cell down.
Left	Moves one cell left.
Ctrl + Left	Move to left edge of data region.
Ctrl+Right	Move to right edge of data region
Ctrl+Up	Move to top edge of data region
Home	Move to beginning of row
Ctrl+End	Move to last cell in worksheet that contains data
Ctrl+Home	Move to first cell in worksheet

ENTERING DATA

Enter	Enter data and move down
Shift+ Enter	Enter data and move up
Tab	Enter data and move right
Shift+Tab	Enter data and move left
Ctrl+ Enter	Enter data and stay in same cell

PASTE SPECIAL DIALOGUE BOX

Ctrl + Alt + V or Alt+E+S	Paste special
Ctrl + Alt + V + D	Add values to the paste range from the range
Ctrl + Alt + V + E	Transpose when pasting.
Ctrl + Alt + V + F	Only paste formulas.
Ctrl + Alt + V + N	Only paste data validation.
Ctrl + Alt + V + T	Only paste formats.
Ctrl + Alt + V + V	Only paste values.
Press T	Paste only the copied formatting.

PIVOT TABLES

Alt+N,V	Create Pivot Table
Ctrl+minus sign()	Hide pivot table item(Filter out)
Alt+H,SC	Unhide Pivot table item(Clear filter)
Alt+N,S,ZC	Insert Pivot Chart

FORMULA

=	Begin to enter the formula
Alt+=	Auto sum
Shift+F3	Insert function dialog box
Ctrl+`	Toggle between formula on/off
Ctrl+Shift+Enter	Enter array formula
F9	Evaluate part of the formula (in cell edit mode)
Ctrl+F3	Open Name Manager
Ctrl+Shift+F3	Create name from values in Rows/columns
F3	Paste name in formula

FOR COPY AND PASTE

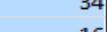
Ctrl + C	Copy the range/cell.
Ctrl + V	Paste the last item.
Ctrl + D	Fill Down
Ctrl + R	Fill Right

MISCELLANEOUS



Alt+F1	Insert embedded chart
F11	Insert chart in new sheet
Ctrl+Shift+L	Toggle AutoFilter
Ctrl+T	Create table
Shift+Space	Select table row
Ctrl+Space	Select table column
Alt+D,F,F	Add/Remove Filter
Alt+C	Clear Slicer Filter
Alt+F8	Open Macro dialog box
Alt+F11	Open VBA Editor
Ctrl+K	Insert Hyperlink

SELECT CELLS



Shift+Right	Extend selection right
Shift+Left	Extend selection left
Shift+Up	Extend selection up
Shift+Down	Extend selection down
Ctrl+[Select direct precedents
Ctrl+Shift+{	Select all precedents
Ctrl+]	Select direct depend