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CONSULTING



LIVE EXCEL CLASSES



CORPORATE TRAINING

WHY US?



Reduce Redundancy



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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
Ctrl+Shift+D	Duplicate Slide
F5	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
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### 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+= Shift+F3	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+0	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(+)	Insert new rows/Columns
Ctrl+Minus sign(-)	Delete Rows/columns
Ctrl+0 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 / 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 dependents
Ctrl+Shift+}	Select all dependents
Alt+;	Select visible cells only

### FOR EDITING

Esc	Discards any formula edits made.
F2	Edit the contents of the active cell.
F4	> Toggles between absolute and relative cell references. > Also repeats last action.
Ctrl + ;	Enters the current date
Ctrl + Shift + :	Enters the current time
Ctrl + Shift + U	Expand or collapse the formula bar.
Ctrl + Shift + Enter	Enter a formula as an array formula.
Ctrl + Shift + "+"	Open Insert dialog box to insert new cells and shift existing cells right or down

### BASIC SHORTCUTS

ALT + Down arrow	Quick filter
CTRL + SHIFT + L	Filter all
ALT -> A -> S	Sort filter
ALT -> A -> M	Remove duplicates
CTRL + SCROLL UP	Zoom in
CTRL + SCROLL DOWN	Zoom out
ALT + =	Quick sum
ALT + W ->N	New window
ALT + W ->A	Split window
CTRL + A	Select all
CTRL + F	Find
CTRL + O	Open a file
CTRL + U	Underline the data
CTRL + S	Save the file
CTRL + P	Print the file
CTRL + W	Close the file
CTRL + Y	Redo
CTRL + Z	Undo