Excel® Keyboard Shortcuts (PC Version) Quick Reference Guide

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GUIDE KEY

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Common	Copy value of cell above active cell CTRL SHIFT "	
Close Excel	Create chart of data in current range in new sheet	2.1
Close workbook GTRI	Create embedided chart of data in current range	10
Copy screen to clipboard	TSC Create, run, edit, or delete macro	Fill Allig
Copy selection CTRS	Cycle absolute and relative references in formula	Allig
Copy window to clipboard ALT PR	TSC Define name to use in references ALT, M, M	C Allig
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Save workbook	Move to first field in next record of data form	RIVE Trans
Switch between open Excel windows	76 Open Power Query Editor ALT F	n in the same
Toggle Full Screen mode CTRL SHIFT	Open Visual Basic For Applications Editor ALT F	27 1
Turn Key Tips On/Off	Paste name from Paste Name dialog box	Op-
Undo action	Z Refresh external data in workbook CTRL ALT	es Op-
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Apply Percentage format	CTE	SHOPT			
Apply Scientific number format	CTRA	SHOPT	A		
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Open Delete dialog box		CTRA			
Open Format Cells dialog box		CHES			
Open Insert hyperlink dialog box		CTRA	K		
Open Insert dialog box	CTRA	SHOPT			
Open Paste Special dialog box	CT	PLANT	V		
Open Style dialog box		AUT			
Open Workbook Statistics dialog box	CTRL	SHOPT	G		
Remove outline border	CTRA	SHORT			
Show/hide objects		C THE	6		
Spellicheck			12		



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Kimberly Hudson

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Table of Contents Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com

- 1. Understanding the eBook Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com
 - The Rise of Digital Reading Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - o Popular eBook Platforms
 - Features to Look for in an Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com
 - Personalized Recommendations
 - Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com User Reviews and Ratings
 - Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com and Bestseller Lists
- 5. Accessing Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com Free and Paid eBooks

- Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com Public Domain eBooks
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- Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com Budget-Friendly Options
- 6. Navigating Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com eBook Formats
 - o ePub, PDF, MOBI, and More
 - Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com Compatibility with Devices
 - Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com
 - Highlighting and Note-Taking Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com
 - Interactive Elements Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com
- 8. Staying Engaged with Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com
- 9. Balancing eBooks and Physical Books Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com
 - Benefits of a Digital Library
 - o Creating a Diverse Reading Collection Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com
 - o Setting Reading Goals Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com
 - Fact-Checking eBook Content of Microsoft Excel 2007 Keyboard Shortcuts Shortcutmania Com
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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