

FPP

# BizNewz

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# Tips for easy EXCEL

Microsoft Excel software is one of the most crucial Microsoft Office products when it comes to data preparation. For those of you whose work involves data, this article will serve as an easy-to-learn Excel learning guide. Excel could be mastered quickly and easily. In this first series, let's explore the many Excel shortcuts that can improve our productivity when we are using the spreadsheet.

Excel Shortcut	Description
Ctrl + A	Select All
Ctrl + B or Ctrl + 2	Apply/Remove Bold
Ctrl + C	Copy
Ctrl + D	Delete
Ctrl + E	Center
Ctrl + F	Find
Ctrl + G	Go To
Ctrl + H	Find and Replace
Ctrl + I or Ctrl + 3	Apply/remove Italic
Ctrl + J	Justify
Ctrl + K	Hyperlink
Ctrl + L	Align Text To Left
Ctrl + M	Hanging Indent
Ctrl + N	New Document
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Add Space After Paragraph
Ctrl + R	Align Text To Right
Ctrl + S	Save
Ctrl + T	Left Indent
Ctrl + U or Ctrl + 4	Apply/remove Underline
Ctrl + V	Paste
Ctrl + W	Close
Ctrl + X	Cut
Ctrl + Y	Repeat/Redo
Ctrl + Z	Undo

Excel Shortcut	Description
Ctrl + Page Down	Move to the next worksheet
Ctrl + Page Up	Move to the previous worksheet
Ctrl + Shift + Right Arrow	Select all cells on the right
Ctrl + Shift + Left Arrow	Select all cells on the right
Ctrl + Shift + Down Arrow	Select column from the selected cell to the end of column
Ctrl + Shift + Up Arrow	Select all the cells above the selected cell
Ctrl + 9	Hide selected row
Ctrl + Shift + 9	Unhide selected row
Ctrl + 0	Hide column
Ctrl + Shift + 0	Unhide column
Shift + Space	Select entire row
Ctrl + Space	Select entire column
Ctrl + 1	Format cell dialog
Ctrl + 5	Apply/remove Strikethrough
Ctrl + Shift + #	Date
Ctrl + Shift + @	Time
Ctrl + Shift + ~	Remove number formatting
Ctrl + Shift + \$	Currency format
Ctrl + ;	Insert current date
Ctrl + Shift + :	Insert current time
Alt + H + B	To add a border
Alt + H + H	To fill colour
Alt + M	To go to the formula tab
Alt + N + V	Create a pivot table
Home	Move to the beginning of worksheet
End	Move to the end of worksheet

#### References

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