



Ctrl+: - Insert Current Time

Ctrl+; - Insert Current Date

**Ctrl+'" - Copy Value
from Cell Above**

**Ctrl+' - Copy Formula
from Cell Above**

Healthy Society



F1 - Help

F2 - Edit

F3 - Paste Name

F4 - Repeat last action

F4 - While

F5 - Goto

F6 - Next Pane





**Shift+Ctrl+F6 - Previous
workbook window**

Ctrl+F7 - Move window

Ctrl+F8 - Resize window

Ctrl+F9 - Minimize workbook

**Ctrl+F10 - Maximize or restore
window**

Ctrl+F11 - Inset 4.0 Macro sheet



- F7 - Spell check**
- F8 - Extend mode**
- F9 - Recalculate all workbooks**
- F10 - Activate Menubar**
- F11 - New Chart**
- F12 - Save As**

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Ctrl+O - Open

Ctrl+P - Print

Ctrl+R - Fill Right

Ctrl+S - Save

Ctrl+U - Underline

Ctrl+V - Paste

Ctrl+W - Close

Ctrl+X - Cut

Ctrl+Y - Repeat

Ctrl+Z - Undo

Ctrl+N - New Workbook





- Shift+F1 - What's This?**
- Shift+F2 - Edit cell comment**
- Shift+F3 - Paste function into formula**
- Shift+F4 - Find Next**
- Shift+F5 - Find**
- Shift+F6 - Previous Pane**
- Shift+F8 - Add to selection**
- Shift+F9 - Calculate active worksheet**

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Ctrl+F12 - File Open

Alt+F1 - Insert Chart

Alt+F2 - Save As

Alt+F4 - Exit

Alt+F11 - Visual Basic Editor





Ctrl+Shift+~ - General format

Ctrl+Shift+! - Comma format

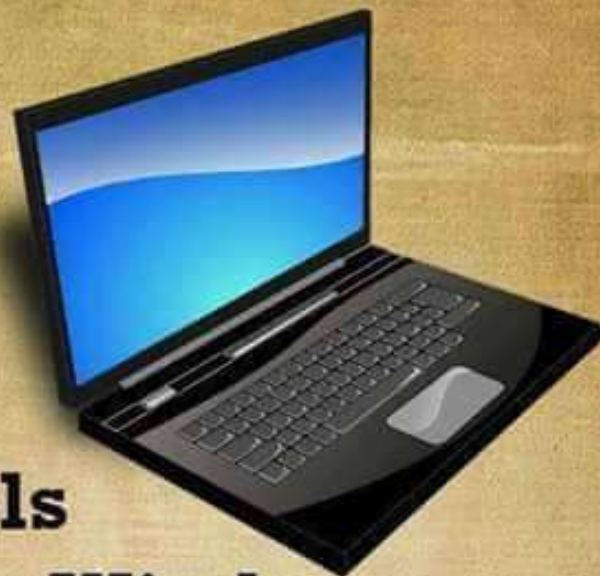
Ctrl+Shift+@ - Time format

Ctrl+Shift+# - Date format

Ctrl+Shift+\$ - Currency format

Ctrl+Shift+% - Percent format

Healthy Society



**Ctrl+Shift+F3 - Create
name by using names
of row and column labels**

Ctrl+Shift+F6 - Previous Window

Ctrl+Shift+F12 - Print

Alt+Shift+F1 - New worksheet

Alt+= - AutoSum

Ctrl+` - Toggle Value

/Formula display

**Ctrl+Shift+A - Insert argument names
into formula**

Alt+Down arrow - Display

AutoComplete list





- Ctrl+A - Select All**
- Ctrl+B - Bold**
- Ctrl+C - Copy**
- Ctrl+D - Fill Down**
- Ctrl+F - Find**
- Ctrl+G - Goto**
- Ctrl+H - Replace**
- Ctrl+I - Italic**
- Ctrl+K - Insert Hyperlink**



**Shift+F10 - Display
shortcut menu**

Shift+F11 - New worksheet

Shift+F12 - Save

Ctrl+F3 - Define name

Ctrl+F4 - Close

**Ctrl+F5 - XL, Restore
window size**

**Ctrl+F6 - Next workbook
window**