

<egyptian hak>

COMPUTER NOTES

Micro Soft EXCEL



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KEY	DESCRIPTION
CTRL+(Unhides any hidden rows within the selection.
CTRL+)	Unhides any hidden columns within the selection.
CTRL+&	Applies the outline border to the selected cells.
CTRL+_	Removes the outline border from the selected cells.
CTRL+~	Applies the General number format.
CTRL+\$	Applies the Currency format with two decimal places (negative numbers in parentheses).
CTRL+%	Applies the Percentage format with no decimal places.
CTRL+^	Applies the Exponential number format with two decimal places.
CTRL+#	Applies the Date format with the day, month, and year.
CTRL+@	Applies the Time format with the hour and minute, and AM or PM.
CTRL+!	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
CTRL+-	Displays the Delete dialog box to delete the selected cells.
CTRL+*	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.
CTRL+:	Enters the current time.

CTRL+;	Enters the current date.
CTRL+`	Alternates between displaying cell values and displaying formulas in the worksheet.
CTRL+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
CTRL+''	Copies the value from the cell above the active cell into the cell or the Formula Bar.
CTRL++	Displays the Insert dialog box to insert blank cells.
CTRL+1	Displays the Format Cells dialog box.
CTRL+2	Applies or removes bold formatting.
CTRL+3	Applies or removes italic formatting.
CTRL+4	Applies or removes underlining.
CTRL+5	Applies or removes strikethrough.
CTRL+6	Alternates between hiding objects, displaying objects, and displaying placeholders for objects.
CTRL+7	Displays or hides the Standard toolbar.
CTRL+8	Displays or hides the outline symbols.
CTRL+9	Hides the selected rows.
CTRL+0	Hides the selected columns.
CTRL+A	<p>Selects the entire worksheet.</p> <p>If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the entire worksheet.</p> <p>When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box.</p> <p>CTRL+SHIFT+A inserts the argument names</p>

and parentheses when the insertion point is to the right of a function name in a formula.

CTRL+B

Applies or removes bold formatting.

CTRL+C

Copies the selected cells.

CTRL+C followed by another CTRL+C displays the Microsoft Office Clipboard.

CTRL+D

Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.

CTRL+F

Displays the Find dialog box.

SHIFT+F5 also displays this dialog box, while SHIFT+F4 repeats the last Find action.

CTRL+G

Displays the Go To dialog box.

F5 also displays this dialog box.

CTRL+H

Displays the Find and Replace dialog box.

CTRL+I

Applies or removes italic formatting.

CTRL+K

Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.

CTRL+L

Displays the Create List dialog box.

CTRL+N

Creates a new, blank file.

CTRL+O

Displays the Open dialog box to open or find a file.

CTRL+SHIFT+O selects all cells that contain comments.

CTRL+P

Displays the Print dialog box.

CTRL+R

Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.

CTRL+S	Saves the active file with its current file name, location, and file format.
CTRL+U	Applies or removes underlining.
CTRL+V	Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you cut or copied an object, text, or cell contents.
CTRL+W	Closes the selected workbook window.
CTRL+X	Cuts the selected cells.
CTRL+Y	Repeats the last command or action, if possible.
CTRL+Z	Uses the Undo command to reverse the last command or to delete the last entry you typed. CTRL+SHIFT+Z uses the Undo or Redo command to reverse or restore the last automatic correction when AutoCorrect Smart Tags are displayed.

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