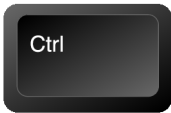


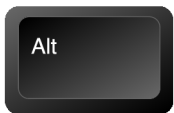
Microsoft Excel Shortcut Keys



Basic Shortcuts:



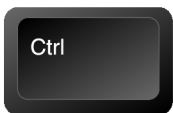
- | | | | |
|----------|-------------------|----------|----------------------|
| S | Save the workbook | O | Open a workbook |
| X | Cut the selection | C | Copy the selection |
| V | Paste | Z | Undo last action |
| F | Find & Replace | L | Turn on auto-filter |
| 1 | Format cells | A | Select entire region |



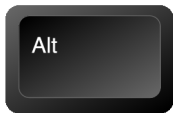
(is used to navigate the Menu and Ribbon bars)

- | | | | |
|------------|-----------------------|------------|-----------------|
| H | Home Menu tab | ASA | Sort ascending |
| WFF | Freeze/unfreeze panes | ASD | Sort descending |
| PRS | Set print area | | etc.. |

Data Shortcuts:



- | | | | |
|----------|-----------------------|----------|---------------------|
| t | Create a table | q | Quick-analysis |
| g | go to / go to special | C | Copy the selection |
| V | Paste | Z | Undo last action |
| F | Find & Replace | L | Turn on Auto-Filter |



- | | | | |
|------------|------------------------|------------|--------------------------|
| HH | Highlight Colours | DP | Pivot Table/Chart Wizard |
| F11 | Open VBA Editor | F12 | Power Query Editor |
| HL | Conditional Formatting | | |