

CHEAT SHEETS

Cool Shortcuts Keys

<u>Windows Keys</u>	<u>What it does</u>
Ctrl+ A	Selects all
Ctrl+ B	Turns bold on & off
Ctrl+ C	Copies the selection
Ctrl+ D	Fills down
Ctrl+ I	Turns italics on & off
Ctrl+ N	Creates new workbook
Ctrl+ O	Opens workbook
Ctrl+ P	Prints
Ctrl+ R	Fill right
Ctrl+ S	Saves
Ctrl+ U	Turns underlines on & off
Ctrl+ V	Pastes
Ctrl+ X	Cuts the selection
Ctrl+ Z	Undoes last action

<u>Windows Keys</u>	<u>What it does</u>
Ctrl+ ;	Enters date
Ctrl+ :	Enters time
Ctrl+ 5	Applies or removes strikeover
Ctrl+ 9	Hide rows
Ctrl+ Shift+(Hides columns
Ctrl+ 0 (zero)	Unhide columns
Ctrl+ Shift+)	General number format
Ctrl+ Shift+\$	Currency number format
Ctrl+ Shift+%	Percentage number format
Ctrl+ Shift+#	Date format with day, month, and year
Ctrl+ Shift+@	Hour, minute, and AM or PM
Ctrl+ Shift+!	Comma number format
Ctrl+ Shift+&	Outline border
Ctrl+ Shift+_	Remove all borders