

Excel Shortcut Keys for Intermediates

| Command to | Window shortcut |
|---|-------------------------|
| Shift cursor Downward | Enter |
| Shift cursor upward | Shift + Enter |
| Rotate(Corner to Corner) | Ctrl + . |
| Go to Next worksheet | Ctrl + Page down Key |
| Go to the Previous worksheet | Ctrl + Page Up Key |
| Go to Next Opened Workbook | Ctrl + Tab |
| Go to the Previous Opened Workbook | Ctrl + Shift + Tab |
| Find to Next matched value | Shift + F4 |
| Find to Previous matched value | Ctrl + Shift + F4 |
| Create Chart | F11 |
| Create an Embedded Chart | Alt + F1 |
| value to Numbers | Ctrl + Shift + ! |
| value to Time | Ctrl + Shift + @ |
| value to Date | Ctrl + Shift + # |
| value to currency | Ctrl + Shift + \$ |
| value to percentage | Ctrl + Shift + % |
| Edit cell format | Ctrl + 1 |
| Bold Format- Apply and remove | Ctrl + 2 or Ctrl + b |
| Italic Format- Apply and remove | Ctrl + 3 or Ctrl + i |
| Underline Format- Apply and remove | Ctrl + 4 or Ctrl + u |
| Strike-through Format- Apply and remove | Ctrl + 5 |
| Auto-sum of selected cells | Alt + = |
| Select the function from below shown suggestion | Tab |
| Insert Today Date | Ctrl+ ; |
| Insert Current Time | Ctrl+ Shit + : |
| Expand and collapse Ribbon | Ctrl+ F1 |
| Activate access keys (and then select by press highlighted font) | Alt |