

## **Excel Tip & Excel Forum**

# About Us

- Rajput Jain & Associates is a Chartered Accountants firm, with its headquarter situated at New Delhi (the capital of India). The firm has been set up by a group of young, enthusiastic, highly skilled and motivated professionals who have taken experience from top consulting firms and are extensively experienced in their chosen fields has providing a wide array of Accounting, Auditing, Taxation, Assurance and Business advisory services to various clients and their stakeholders. focus at providing tailor made solutions to challenging problems of our clients, and perform with high quality and timely service.
- Rajput Jain & Associates, a professional firm, offers its clients a full range of services, To serve better and to bring bucket of services under one roof, the firm has merged with its various Chartered Accountancy firms pioneer in diversified fields
- Our main office is located at Delhi. Incidentally, Delhi is the Capital of India. Our other offices are in Mankapur & Moradabad (U.P.). We have associates all over India in big cities. All our offices are well equipped with latest technological support with updated reference materials. We have a large team of professionals other than our Core Team members to meet the requirements of our prospective clients including the existing ones. However, considering our commitment towards high quality services to our clients, our team keeps on growing with more and more associates having strong professional background with good exposure in the related areas of responsibility. Further to meet the growing demands of the fiercely competitive market we are constantly looking forward for team of associates comprising of highly skilled professionals to cater the needs ever increasing clientele.

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## ***Keyboard shortcuts for Dialog Box:-***

Shortcut Keys	Description
Alt + F8	Macro dialog box
Alt + '	To open format style dialog box
Ctrl + 1	Format cells dialog box
Shift + Ctrl + F,F	To open the Font tab in Format cells dialog box
Ctrl + Alt +	To displays the "Paste Special" dialog box
Ctrl + T	To display the Create Table dialog box
Ctrl + Shift + F	To display the Format cells dialog box
Esc	Cancel the Command and close dialog box

## ***Entering Data shortcuts:-***

Shortcut Keys	Description
Ctrl + Shift + :	To insert current time
Ctrl + '	Fill the above formula in down
Ctrl + :	To insert current time
Ctrl + ;	To insert current date
Ctrl + R	To fill the right
Ctrl + Y	To redo the last action
Ctrl + DEL	To delete to end of word

## ***File Commands:-***

Shortcut Keys	Description
Shift + F11	To insert new worksheet
Shift + F12	To save the file
Ctrl + F12	To open the file
Ctrl + Shift + F12	To give the print
Alt + Shift + F2	To save the file
Ctrl + P	To print the file
Ctrl + S	To save the file
Ctrl + W	To close the file
F12	To Save as the file
Ctrl + F2	To print the file
PGUP	Go to page up
PGDN	Go to page down
←	Go to left
→	Go to right
↑	Go to up
↓	Go to down
Tab	Indent
Enter	Go to new line



## Keyboard shortcuts for Format:-

Shortcut Keys	Description
Ctrl + X	To cut the value
Ctrl + Shift + ~	To convert into general format
Ctrl + Shift + #	To convert into date format
Ctrl + Shift + \$	To convert into currency format
Ctrl + Shift + %	To convert into percent format
Ctrl + Shift + ^	To convert into exponential format
Ctrl + +	To insert the row
Ctrl + -	To delete the row
Ctrl + 2	To make font Bold
Ctrl + 3	To make font Italic
Ctrl + 4	To underline the Font
Ctrl + 6	To show/hide objects the View
Alt + Enter	To Start the new line in same cell
Ctrl + Shift + F	To open the Font tab in Format cells dialog box
Ctrl + Shift + P	To open the Font tab in Format cells dialog box
Ctrl + B	To make font Bold
Ctrl + U	To underline the font
Ctrl + V	To paste the data
Ctrl + Shift + !	To comma format
Shift + F2	To edit cell comment
Ctrl + I	To make the font Italic
Ctrl + Shift + 1	To format number in comma format.
Ctrl + Shift + 4	To format number in currency format.
Ctrl + Shift + 3	To format number in date format.
Ctrl + Shift + 5	To format number in percentage format.
Ctrl + Shift + 6	To format number in scientific format.
Ctrl + Shift + 2	To format number in time format.

## Formulas shortcuts:-

Shortcut Keys	Description
F4	To repeat the last action
Ctrl + Alt + F9	To calculate the worksheet in all open workbook
Ctrl + Alt + Shift	To rechecks dependent formula
Ctrl + F3	To define the name
Ctrl + Shift + F3	To create the names in row and column
Alt + =	Sum Function
Ctrl + `	To display formula
Ctrl + Shift + A	To insert the argument names into formula
Ctrl + '	To copy formula from cell above
F3	To paste name into formula
F9	To evaluate the part of formula
Shift + F3	To paste function into formula
Ctrl + Shift + F2	To go to last position
Ctrl + Shift + F8	To step out
Ctrl + Shift + F9	To clear all breakpoints
Ctrl + Shift + Enter	To Enter the Formula as an Array formula
Ctrl + Shift + U	Toggle Expand or Collapse formula bar

## ***General keyboard shortcuts:-***

Shortcut Keys	Description
Alt + ↓	To display Auto complete list
Ctrl + 8	To toggle outline symbols
Alt	To activate menubar
Ctrl + K	To add the hyperlink
Ctrl + Z	To undo the last action
F11	To create the Chart
Shift	Hold down shift for additional functions
Shift + F4	To find next
Shift + F5	Find the value
Alt + F1	To insert chart
F1	To open Excel help
F5	To open 'Go To' dialog box
F7	To open spell checker dialog box
F10	To activate menubar
Shift + F7	To view object
Shift + F8	To add selection
Shift + F9	Quick watch
Shift + F10	To Show right click menu
Ctrl + F4	To close the window
Ctrl + F10	To activate menubar



Alt	+	F4	To close VBA		
Alt	+	F6	To switch between last 2 windows		
Alt	+	F11	To open VBE		
Alt	+	Spacebar	Go to system menu		
Alt	+	Backspace	To undo the last action		
Ctrl	+	E	To Export module		
Ctrl	+	G	Display 'Go to Dialog" box		
Ctrl	+	H	Replace the value		
Ctrl	+	J	List Properties/Methods		
Ctrl	+	L	Show Call Stack		
Ctrl	+	TAB	Go to cycle windows		
Ctrl	+	Shift	+	I	To Edit Parameter Info
Ctrl	+	Shift	+	J	To Edit List Constants
Ctrl	+	F1	To display or hide the ribbons		
Alt	+	Shift	+	→	To Group Rows or Columns
Alt	+	Shift	+	←	Ungroup Rows or Columns
Ctrl	+	Shift	+	L	To Add/Remove the filter

## Important Hot Keys:-

Shortcut Keys				Description	
Alt	+	O	+	C,A	To Adjust Column Width to Fit the Content
Alt	+	O	+	C,W	To Adjust Column Width to Specific Value
Alt	+	O	+	R,A	To Adjust Row Height to Fit the Content
Alt	+	O	+	R,E	To Adjust Row Height to Specific Value
Alt	+	D	+	P	To Open Pivot Table wizard
Alt	+	H	+	A,L	Align Left
Alt	+	H	+	A,R	Align Right
Alt	+	H	+	A,C	Align Cight
Alt	+	H	+	A,T	Align Top
Alt	+	H	+	A,M	Align Middle
Alt	+	H	+	A,B	Align Bottom
Alt	+	H	+	W	To wrap the text
Alt	+	H	+	H	Highlight Cell (change cell backgroudn color)
Alt	+	H	+	F,C	Font Color
Alt	+	H	+	F,S	Font Size
Alt	+	H	+	M,M	Merge Cells - Merge
Alt	+	H	+	M,U	Merge Cells - Unmerge
Alt	+	H	+	M,C	Merge Cells - Merge and Center
Alt	+	H	+	M,A	Merge Cells - Merge Across
Alt	+	H	+	M	To merge the text

Alt	+	H	+	F,F	To change the font style
Alt	+	H	+	F,S	To change the font size
Alt	+	H	+	F,P	Fomat painter
Alt	+	Y	+	R	To record macro
Alt	+	M	+	N	To Open dialog box of Name Manager
Alt	+	A	+	V,V	To open Data Validation dialog box
Alt	+	N	+	V	To insert the Pivot Table
Alt	+	N	+	T	To insert the Table
Alt	+	N	+	C	To insert Column chart
Alt	+	N	+	B	To insert Bar chart
Alt	+	N	+	O	To insert Stock, Surface and Radar chart
Alt	+	N	+	N	To insert Line Chart
Alt	+	N	+	A11	To insert Area Chart
Alt	+	N	+	S,D	To insert Combo Chart
Alt	+	N	+	Q	To insert Pie Chart
Alt	+	N	+	D	To insert Scatter Chart
Alt	+	F	+	N	To open new worksheet
Alt	+	F	+	O	To open the file
Alt	+	F	+	S	To save the file
Alt	+	F	+	A	To Save as the file
Alt	+	F	+	H	To share the file
Alt	+	F	+	E	To export the file
Alt	+	F	+	C	To close the file
Alt	+	F	+	D	To check the account
Alt	+	F	+	T	To open the Excel options

## Shortcuts for Navigating:-

Shortcut Keys	Description
Ctrl + F7	To move window
Ctrl + Shift + _	To remove the outline border around selected cell
Ctrl + 5	To apply/remove strike through formatting
Shift + F6	To move previous pane
F6	To move next pane
Home	Move to beginning of line
End	Move to end of line
Shift + ←	Extend selection left side
Shift + →	Extend selection right side
Shift + ↑	Extend selection up side
Shift + ↓	Extend selection down side
Shift + Tab	Outdent
Alt + Tab	Move to cycle applications
Ctrl + Home	Top Of Module
Ctrl + End	End Of Module
Ctrl + PGUP	Go to top of current procedure in another sheet
Ctrl + PGDN	Go to top of current procedure in another sheet
Ctrl + ←	Move one word to left
Ctrl + →	Move one word to right
Ctrl + ↑	Go to up till the blank cell
Ctrl + ↓	Go to down till the blank cell
Shift + Enter	Enter to Move up









































## ***Keyboard shortcuts for selecting rows/column/cell***

Shortcut Keys	Description
Ctrl + Shift + &	To place the outline border around selected cell
Ctrl + Shift + *	To insert current time
Ctrl + 9	To hide rows
Ctrl + 0	To hide columns
Ctrl + Shift + (	To unhide rows
Ctrl + Shift + )	To unhide columns
Ctrl + Enter	To fill the selected cell range with the current entry
Shift + Spacebar	To select the entire row
Ctrl + /	To select the array containing the active cell.
Ctrl + Shift + O	To select all cells that contain comments.
Ctrl + \	To select the cells that don't match the formula
Ctrl + Shift + I	To select the cells that don't match the formula
Ctrl + [	To select cells directly referenced by formulas in the selection.
Ctrl + Shift + {	To select cells directly/indirectly referenced by formulas
Ctrl + ]	To select cells contain formulas directly reference the selection
Ctrl + Shift + }	To select cells directly/indirectly referenced by formulas
Alt + ;	To select the visible cells in the current selection.
Shift + Backspace	To select only active cell
Ctrl + Shift + Spacebar	To select the entire worksheet



Ctrl + Alt + L	To reapply the filter and sort on the current range
Ctrl + C	To copy the selected values
Ctrl + D	To fill down
Ctrl + "	To fill down
F2	To edit active cell
F8	To extend selection mode
INS	Toggle insert mode
DEL	To delete the selected values
Backspace	To delete previous entry
Shift + INS	To paste the data
Shift + Home	Select from start of line
Shift + End	Select till end of line
Shift + PGUP	Select to top of module
Shift + PGDN	Select to end of module
Ctrl + A	To select all data without blanks
Ctrl + F	Find the value
Ctrl + INS	To copy the selected values
Ctrl + Spacebar	Select the complete row
Ctrl + Backspace	Go to delete to start of word
Shift + DEL	To cut the selection

## Window shortcut keys:-

Shortcut Keys	Description
	To start the menu
 + 	Run dialog box
 + 	Minimize all
 +  + 	Undo minimize all
 + 	To help
 + 	To open Window Explorer
 + 	To find files or folder
 + 	To minimize all open windows and display the desktop
 +  + 	To Find Computer
 +  + 	To Quick launch toolbar
 + 	Cycle through taskbar buttons
 + 	To log off windows
 + 	To start print manager
 + 	To open Control Panel
 + 	To start Clipboard
 + 	To open keyboard properties dialog box
 + 	To open mouse properties dialog box
 + 	To start accessibility options

## ***Workbook shortcut keys:-***

Shortcut Keys	Description
Ctrl + F5	XL, Restore window size
Ctrl + F6	Next workbook window
Ctrl + Shift + F6	Previous workbook window
Ctrl + F9	To minimize workbook
Ctrl + F11	To open VBE
Ctrl + Shift + F6	For Previous Window
Alt + Shift + F1	To open new worksheet
Ctrl + O	To open workbook
Ctrl + Shift + Tab	To activate previous workbook
Ctrl + N	To create new workook

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