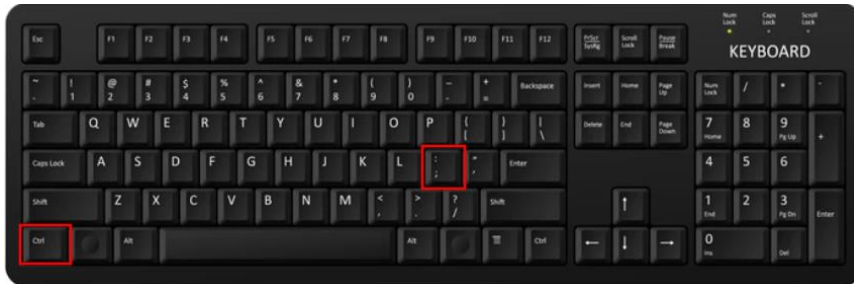


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GREAT EXCEL SHORTCUTS

Excel, like any great software, has many excellent keyboard shortcuts. Here are some of the best:

- **Ctrl + ;** Inserts today's date.



	A	B
1	3/14/2023	
2		
3		

- **Ctrl + Shift + :** Inserts the current time



	A	B
1	10:41 AM	
2		
3		

- **Ctrl + Shift + #** Changes the format of a date



	A	B
1	3/14/2023	
2		
3		

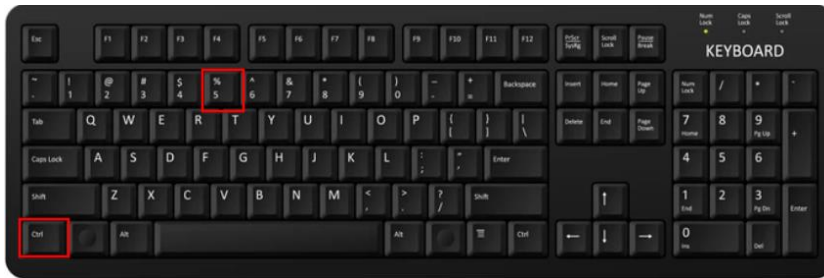
	A	B
1	14-Mar-23	
2		
3		

A red arrow points from the date '3/14/2023' in the first table to the date '14-Mar-23' in the second table, indicating a format change.

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GREAT EXCEL SHORTCUTS

- **Ctrl + 5** Applies a strike-through to the text in a cell (Hit again to clear)



	A	B
1	August	
2		
3		

- **Ctrl + 0** Hides the current column



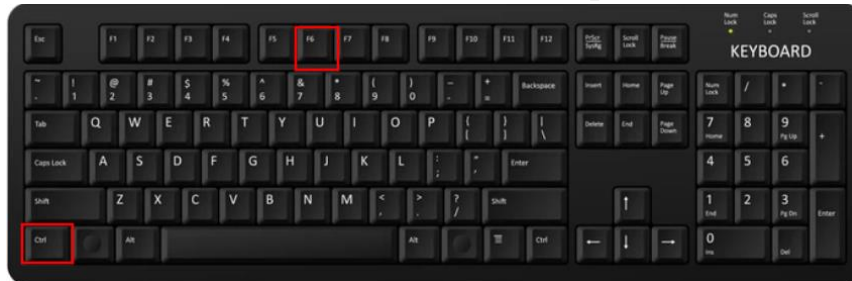
	B	C
1		
2		
3		
4		

- **Ctrl + 9** Hides the current row



	A	B
2		
3		
4		

- **Ctrl + F6** Switches between open workbooks



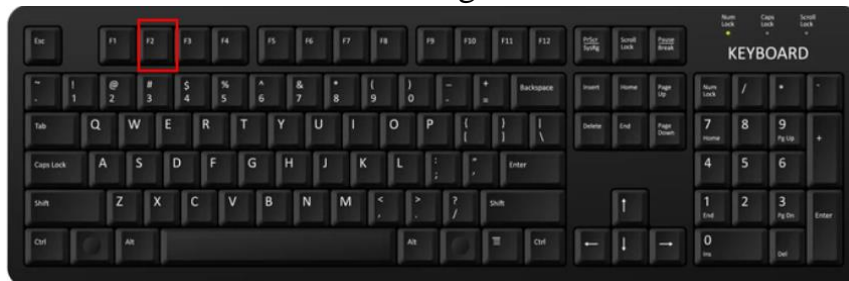
- **Ctrl + `** Toggles the view in the sheet to show all the formulas



- **Ctrl + Page Up** Quick shift between the sheets in the currently open workbook
or Page Down



- **F2** Start editing the current selected cell



- **Shift + F10** Opens the right-click menu for the cell you're in.

