

MS OFFICE
Excel

Task	Shortcut
Make selected cell text bold	CTRL + B
Make selected cell text italics	CTRL + I
Make selected cell text underlined	CTRL + U
Edit active cell	F2
Apply outline border around selected cell	CTRL + Alt + 0
Apply outline border to appropriate side of selected cell	CTRL + Alt + appropriate arrow key
Remove outline borders	CTRL + Alt + _
Hide rows	CTRL + 9
Unhide rows	CTRL + Shift + 9
Hide columns	CTRL + 0
Unhide columns	CTRL + Shift + 0
Apply number format with two decimal places and thousands separator	CTRL + Shift + !
Apply currency format with two decimal places	CTRL + Shift + \$
Apply percentage format with no decimal places	CTRL + Shift + %
Apply date format with day, month, year	CTRL + Shift + #
Apply time format with hour, minute and A.M or PM indication	CTRL + Shift + @
Enter time stamp to cell	CTRL + Shift + ;
Opens hyperlink window (hyperlinking to other workbooks/sheets)	CTRL + K
Opens "Go to" dialog box	CTRL + G