

# Outline – Excel Shortcuts

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## Keyboard Shortcuts

- Bold, Italics, & Underline
- Current Date
- Right Click
- Select Column
- Select Row
- Undo

## Time Saving Shortcuts

- Customizing a Toolbar
- Data Entry
- Auto Correct
- Fill Handle
- Customized List
- Floating Menus
- Navigating the Spreadsheet

## Selecting & Formatting Shortcuts

- Shift Key
- Control Key
- Columns & Rows
- Spreadsheet
- Centering a Title
- Auto Format
- Format Painter
- Printing Column Titles
- Fit To Page
- Splitting a Window
- Commenting Cells

## Calculation & Formula Shortcuts

- Auto Calculate
- Auto Sum
- Filling a Formula
- Text Formulas

## Database Shortcuts

- Sorting
- Auto Filter
- Subtotals

## Advanced Shortcuts

- Conditional Formatting
- Validation
- Copy Sheet & Formatting
- Text To Columns
- Saving A Workspace
- Custom Views