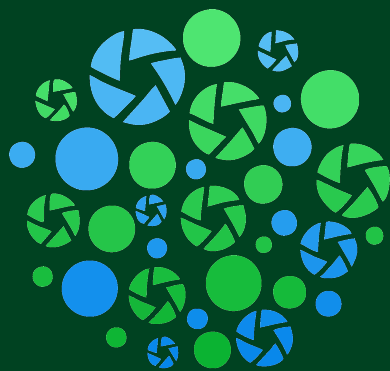


Excel Shortcuts



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Potential of the Big Data & Analytics Industry

Big Data equals Big Potential. According to IDC, “The big data and analytics market will reach \$125 billion worldwide in 2015” Further on, IDC also predicts, “Clearly IoT (Internet of Things) analytics will be hot, with a five-year CAGR of 30%.”

The above statistics clearly highlight the vast potential this industry has and this directly means that industry ready data analytics professionals will be needed to take on this mandate. Currently, most of the companies across all sizes depend on vast pools of data to understand CONSUMERS, MARKETS, PRODUCT INNOVATION, INVESTMENT versus risk reward and so much more. Both structured and unstructured data is finding its way into company's decision-making exercises. In order to make sure that all this data serves a critical purpose and enables informed decision making for businesses, professionals are needed to make the discovery and come up with actionable insights.

In terms of the availability of jobs, IDC sees a clear shortage of industry ready professionals in this high growth area. For e.g. IDC found that in the U.S. alone there will be 181,000 deep analytics roles in 2018 and 5x that many positions requiring related skills in data management and interpretation. This sheer demand will require skilled and well-trained professionals who can make successful global careers.

The above reality is also endorsed by leading analyst firm Gartner in its Top Ten Predictions for 2015. According to Gartner, “Analytics will take center stage as the volume of data generated by embedded systems increases and vast pools of structured and unstructured data within and outside the enterprise are analyzed.” The firm states clearly that organizations are keen to see the value in the answers and not the data. Again, this clearly states that career opportunities for the right skilled personnel are on an exponential basis.





Microsoft Excel workbook is one of the most commonly used tools to compile and present data. One of the most popular ways of working with data inputs is through the MS Excel dashboard. When combined with VBA, this tool can perform enhanced level tasks to make analysis easier, user-friendly, faster and more effective.

Another clear benefit is that in one view, this format offers an insight into detailed data, making the process of analysis easier and reliable.

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Shortcut key	Action	Menu equivalent comments
Shortcut key	Action	Menu equivalent comments
Ctrl+A	Select All	None
Ctrl+B	Bold	Format, Cells, Font, Font Style, Bold
Ctrl+C	Copy	Edit, Copy
Ctrl+D	Fill Down	Edit, Fill, Down
Ctrl+F	Find	Edit, Find
Ctrl+G	Goto	Edit, Goto
Ctrl+H	Replace	Edit, Replace
Ctrl+I	Italic	Format, Cells, Font, Font Style, Italic
Ctrl+K	Insert Hyperlink	Insert, Hyperlink
Ctrl+N	New Workbook	File, New
Ctrl+O	Open	File, Open
Ctrl+P	Print	File, Print
Ctrl+R	Fill Right	Edit, Fill Right
Ctrl+S	Save	File, Save
Ctrl+U	Underline	Format, Cells, Font, Underline, Single
Ctrl+V	Paste	Edit, Paste
Ctrl W	Close	File, Close
Ctrl+X	Cut	Edit, Cut
Ctrl+Y	Repeat	Edit, Repeat
Ctrl+Z	Undo	Edit, Undo
F1	Help	Help, Contents and Index
F2	Edit	None
F3	Paste Name	Insert, Name, Paste
F4	Repeat last action	Edit, Repeat. Works while not in Edit mode.
F4	While typing a formula, switch between absolute/relative refs	None
F5	Goto	Edit, Goto
F6	Next Pane	None
F7	Spell check	Tools, Spelling
F8	Extend mode	None
F9	Recalculate all workbooks	Tools, Options, Calculation, Calc Now
F10	Activate Menubar	N/A
F11	New Chart	Insert, Chart
F12	Save As	File, Save As
Ctrl+:	Insert Current Time	None
Ctrl+;	Insert Current Date	None

Shortcut key	Action	Menu equivalent comments
Ctrl+"	Copy Value from Cell Above	Edit, Paste Special, Value
Ctrl+'	Copy Formula from Cell Above	Edit, Copy
Shift	Hold down shift for additional functions in Excel's menu	none
Shift+F1	What's This?	Help, What's This?
Shift+F2	Edit cell comment	Insert, Edit Comments
Shift+F3	Paste function into formula	Insert, Function
Shift+F4	Find Next	Edit, Find, Find Next
Shift+F5	Find	Edit, Find, Find Next
Shift+F6	Previous Pane	None
Shift+F8	Add to selection	None
Shift+F9	Calculate active worksheet	Tools, Options, Calculation, Calc Sheet
Ctrl+Alt+F9	Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.	None
Ctrl+Alt+Shift+F9	Rechecks dependent formulas and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.	None
Shift+F10	Display shortcut menu	None
Shift+F11	New worksheet	Insert, Worksheet
Shift+F12	Save	File, Save
Ctrl+F3	Define name	Insert, Names, Define
Ctrl+F4	Close	File, Close
Ctrl+F5	XL, Restore window size	Restore
Ctrl+F6	Next workbook window	Window, ...
Shift+Ctrl+F6	Previous workbook window	Window, ...
Ctrl+F7	Move window	XL, Move
Ctrl+F8	Resize window	XL, Size
Ctrl+F9	Minimize workbook	XL, Minimize
Ctrl+F10	Maximize or restore window	XL, Maximize
Ctrl+F11	Inset 4.0 Macro sheet	None in Excel 97. In versions prior to 97 - Insert, Macro, 4.0 Macro
Ctrl+F12	File Open	File, Open
Alt+F1	Insert Chart	Insert, Chart...
Alt+F2	Save As	File, Save As
Alt+F4	Exit	File, Exit

Shortcut key	Action	Menu equivalent comments
Alt+F8	Macro dialog box	Tools, Macro, Macros in Excel 97 Tools, Macros - in earlier versions
Alt+F11	Visual Basic Editor	Tools, Macro, Visual Basic Editor
Ctrl+Shift+F3	Create name by using names of row and column labels	Insert, Name, Create
Ctrl+Shift+F6	Previous Window	Window, ...
Ctrl+Shift+F12	Print	File, Print
Alt+Shift+F1	New worksheet	Insert, Worksheet
Alt+Shift+F2	Save	File, Save
Alt+=	AutoSum	No direct equivalent
Ctrl+`	Toggle Value/Formula display	Tools, Options, View, Formulas
Ctrl+Shift+A	Insert argument names into formula	No direct equivalent
Alt+'	Format Style dialog box	Format, Style
Ctrl+Shift+~	General format	Format, Cells, Number, Category, General
Ctrl+Shift+!	Comma format	Format, Cells, Number, Category, Number
Ctrl+Shift+@	Time format	Format, Cells, Number, Category, Time
Ctrl+Shift+#	Date format	Format, Cells, Number, Category, Date
Ctrl+Shift+\$	Currency format	Format, Cells, Number, Category, Currency
Ctrl+Shift+%	Percent format	Format, Cells, Number, Category, Percentage
Ctrl+Shift+^	Exponential format	Format, Cells, Number, Category,
Ctrl+Shift+&	Place outline border around selected cells	Format, Cells, Border
Ctrl+Shift+_	Remove outline border	Format, Cells, Border
Ctrl+Shift+*	Select the current region around the active cell. In a PivotTable report, select the entire PivotTable report.	Edit, Goto, Special, Current Region
Ctrl++	Insert	Insert, (Rows, Columns, or Cells) Depends on selection
Ctrl+-	Delete	Delete, (Rows, Columns, or Cells) Depends on selection
Ctrl+1	Format cells dialog box	Format, Cells

Shortcut key	Action	Menu equivalent comments
Ctrl+2	Bold	Format, Cells, Font, Font Style, Bold
Ctrl+3	Italic	Format, Cells, Font, Font Style, Italic
Ctrl+4	Underline	Format, Cells, Font, Font Style, Underline
Ctrl+5	Strikethrough	Format, Cells, Font, Effects, Strikethrough
Ctrl+6	Show/Hide objects	Tools, Options, View, Objects, Show All/Hide
Ctrl+7	Show/Hide Standard toolbar	View, Toolbars, Standard
Ctrl+8	Toggle Outline symbols	None
Ctrl+9	Hide rows	Format, Row, Hide
Ctrl+0	Hide columns	Format, Column, Hide
Ctrl+Shift+(Unhide rows	Format, Row, Unhide
Ctrl+Shift+)	Unhide columns	Format, Column, Unhide
Alt or F10	Activate the menu	None
Ctrl+Tab	In toolbar: next toolbar; In a workbook: activate next workbook	None
Shift+Ctrl+Tab	In toolbar: previous toolbar; In a workbook: activate previous workbook	None
Tab	Next tool	None
Shift+Tab	Previous tool	None
Enter	Do the command	None
Alt+Enter	Start a new line in the same cell.	None
Ctrl+Enter	Fill the selected cell range with the current entry.	None
Shift+Ctrl+F	Font Drop Down List	Format, Cells, Font
Shift+Ctrl+F+F	Font tab of Format Cell Dialog box	Format, Cells, Font
Shift+Ctrl+P	Point size Drop Down List	Format, Cells, Font
Ctrl+Spacebar	Select the entire column	None
Shift+Spacebar	Select the entire row	None
CTRL+ /	Select the array containing the active cell.	
CTRL+SHIFT+O	Select all cells that contain comments.	
CTRL+\	In a selected row, select the cells that don't match the formula or static value in the active cell.	
CTRL+SHIFT+	In a selected column, select the cells that don't match the formula or static value in the active cell.	

Shortcut key	Action	Menu equivalent comments
CTRL+[Select all cells directly referenced by formulas in the selection.	
CTRL+SHIFT+{	Select all cells directly or indirectly referenced by formulas in the selection.	
CTRL+]	Select cells that contain formulas that directly reference the active cell.	
CTRL+SHIFT+}	Select cells that contain formulas that directly or indirectly reference the active cell.	
ALT+;	Select the visible cells in the current selection.	
SHIFT+BACKSPACE	With multiple cells selected, select only the active cell.	
CTRL+SHIFT+SPACEBAR	Selects the entire worksheet. If the worksheet contains data, CTRL+SHIFT+SPACEBAR selects the current region. CTRL+SHIFT+SPACEBAR a second time selects the entire worksheet. When an object is selected, CTRL+SHIFT+SPACEBAR selects all objects on a worksheet	
Ctrl+Alt+L	Reapply the filter and sort on the current range so that changes you've made are included	Data, Reapply
Ctrl+Alt+V	Displays the Paste Special dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.	Home, Paste, Paste Special...
Ctrl+A	Select All	None
Ctrl+B	Bold	Format, Cells, Font, Font Style, Bold
Ctrl+C	Copy	Edit, Copy
Ctrl+D	Fill Down	Edit, Fill, Down
Ctrl+F	Find	Edit, Find
Ctrl+G	Goto	Edit, Goto
Ctrl+H	Replace	Edit, Replace
Ctrl+I	Italic	Format, Cells, Font, Font Style, Italic
Ctrl+K	Insert Hyperlink	Insert, Hyperlink

Shortcut key	Action	Menu equivalent comments
Ctrl+N	New Workbook	File, New
Ctrl+O	Open	File, Open
Ctrl+P	Print	File, Print
Ctrl+R	Fill Right	Edit, Fill Right
Ctrl+S	Save	File, Save
Ctrl+U	Underline	Format, Cells, Font, Underline, Single
Ctrl+V	Paste	Edit, Paste
Ctrl W	Close	File, Close
Ctrl+X	Cut	Edit, Cut
Ctrl+Y	Repeat	Edit, Repeat
Ctrl+Z	Undo	Edit, Undo
F1	Help	Help, Contents and Index
F2	Edit	None
F3	Paste Name	Insert, Name, Paste
F4	Repeat last action	Edit, Repeat. Works while not in Edit mode.
F4	While typing a formula, switch between absolute/relative refs	None
F5	Goto	Edit, Goto
F6	Next Pane	None
F7	Spell check	Tools, Spelling
F8	Extend mode	None
F9	Recalculate all workbooks	Tools, Options, Calculation, Calc Now
F10	Activate Menubar	N/A
F11	New Chart	Insert, Chart
F12	Save As	File, Save As
Ctrl+:	Insert Current Time	None
Ctrl+;	Insert Current Date	None
Ctrl+''	Copy Value from Cell Above	Edit, Paste Special, Value
Ctrl+'	Copy Formula from Cell Above	Edit, Copy
Shift	Hold down shift for additional functions in Excel's menu	none
Shift+F1	What's This?	Help, What's This?
Shift+F2	Edit cell comment	Insert, Edit Comments
Shift+F3	Paste function into formula	Insert, Function
Shift+F4	Find Next	Edit, Find, Find Next
Shift+F5	Find	Edit, Find, Find Next
Shift+F6	Previous Pane	None
Shift+F8	Add to selection	None

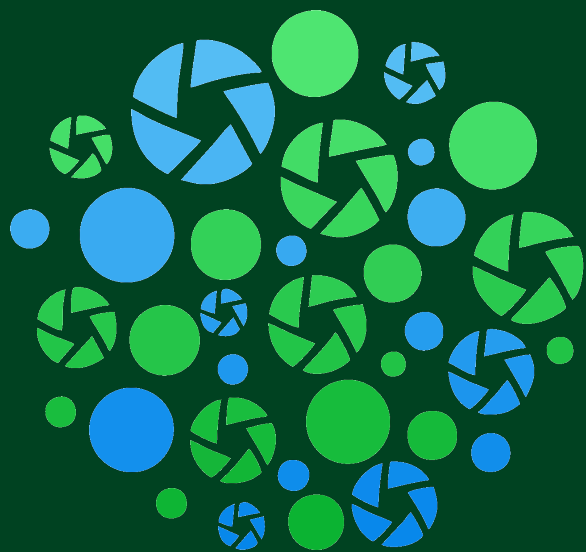
Shortcut key	Action	Menu equivalent comments
Shift+F9	Calculate active worksheet	Tools, Options, Calculation, Calc Sheet
Ctrl+Alt+F9	Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.	None
Ctrl+Alt+Shift+F9	Rechecks dependent formulas and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.	None
Shift+F10	Display shortcut menu	None
Shift+F11	New worksheet	Insert, Worksheet
Shift+F12	Save	File, Save
Ctrl+F3	Define name	Insert, Names, Define
Ctrl+F4	Close	File, Close
Ctrl+F5	XL, Restore window size	Restore
Ctrl+F6	Next workbook window	Window, ...
Shift+Ctrl+F6	Previous workbook window	Window, ...
Ctrl+F7	Move window	XL, Move
Ctrl+F8	Resize window	XL, Size
Ctrl+F9	Minimize workbook	XL, Minimize
Ctrl+F10	Maximize or restore window	XL, Maximize
Ctrl+F11	Inset 4.0 Macro sheet	None in Excel 97. In versions prior to 97 - Insert, Macro, 4.0 Macro
Ctrl+F12	File Open	File, Open
Alt+F1	Insert Chart	Insert, Chart...
Alt+F2	Save As	File, Save As
Alt+F4	Exit	File, Exit
Alt+F8	Macro dialog box	Tools, Macro, Macros in Excel 97 Tools, Macros - in earlier versions
Alt+F11	Visual Basic Editor	Tools, Macro, Visual Basic Editor
Ctrl+Shift+F3	Create name by using names of row and column labels	Insert, Name, Create
Ctrl+Shift+F6	Previous Window	Window, ...
Ctrl+Shift+F12	Print	File, Print
Alt+Shift+F1	New worksheet	Insert, Worksheet
Alt+Shift+F2	Save	File, Save
Alt+=	AutoSum	No direct equivalent

Shortcut key	Action	Menu equivalent comments
Ctrl+`	Toggle Value/Formula display	Tools, Options, View, Formulas
Ctrl+Shift+A	Insert argument names into formula	No direct equivalent
Alt+'	Format Style dialog box	Format, Style
Ctrl+Shift+~	General format	Format, Cells, Number, Category, General
Ctrl+Shift+!	Comma format	Format, Cells, Number, Category, Number
Ctrl+Shift+@	Time format	Format, Cells, Number, Category, Time
Ctrl+Shift+#	Date format	Format, Cells, Number, Category, Date
Ctrl+Shift+\$	Currency format	Format, Cells, Number, Category, Currency
Ctrl+Shift+%	Percent format	Format, Cells, Number, Category, Percentage
Ctrl+Shift+^	Exponential format	Format, Cells, Number, Category,
Ctrl+Shift+&	Place outline border around selected cells	Format, Cells, Border
Ctrl+Shift+_	Remove outline border	Format, Cells, Border
Ctrl+Shift+*	Select current region	Edit, Goto, Special, Current Region
Ctrl++	Insert	Insert, (Rows, Columns, or Cells) Depends on selection
Ctrl+-	Delete	Delete, (Rows, Columns, or Cells) Depends on selection
Ctrl+1	Format cells dialog box	Format, Cells
Ctrl+2	Bold	Format, Cells, Font, Font Style, Bold
Ctrl+3	Italic	Format, Cells, Font, Font Style, Italic
Ctrl+4	Underline	Format, Cells, Font, Font Style, Underline
Ctrl+5	Strikethrough	Format, Cells, Font, Effects, Strikethrough
Ctrl+6	Show/Hide objects	Tools, Options, View, Objects, Show All/Hide
Ctrl+7	Show/Hide Standard toolbar	View, Toolbars, Standard

Shortcut key	Action	Menu equivalent comments
Ctrl+8	Toggle Outline symbols	None
Ctrl+9	Hide rows	Format, Row, Hide
Ctrl+0	Hide columns	Format, Column, Hide
Ctrl+Shift+(Unhide rows	Format, Row, Unhide
Ctrl+Shift+)	Unhide columns	Format, Column, Unhide
Alt or F10	Activate the menu	None
Ctrl+Tab	In toolbar: next toolbar	None
Shift+Ctrl+Tab	In toolbar: previous toolbar	None
Ctrl+Tab	In a workbook: activate next workbook	None
Shift+Ctrl+Tab	In a workbook: activate previous workbook	None
Tab	Next tool	None
Shift+Tab	Previous tool	None
Enter	Do the command	None
Alt+Enter	Start a new line in the same cell.	None
Ctrl+Enter	Fill the selected cell range with the current entry.	None
Shift+Ctrl+F	Font Drop Down List	Format, Cells, Font
Shift+Ctrl+F+F	Font tab of Format Cell Dialog box	Format, Cells, Font
Shift+Ctrl+P	Point size Drop Down List	Format, Cells, Font

DexLab Solutions has been founded by a team of core industry professionals as a provider of accelerated learning destination for anyone looking to make a mark in the Big Data & Analytics industry. The main objective of the company is to equip professionals to be industry ready and make lucrative careers in this highly growth oriented sector, across all key industry verticals. All the programs have been created after in-depth understanding of the market requirements towards addressing the gap between the existing need and the actual talent available to take this industry to the next level.

We aim to be India's premier institute in the field of **Big Data & Analytics industry**. The **DexLab Analytics & Intelligence Training** program is a result of collaboration of subject matter experts & industry professionals. We visualize ourselves creating industry ready professionals who are well equipped with the knowledge of **Big Data Hadoop, SAS, R, SPSS, Ms Excel VBA and Analytics**.



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