

# 13 Killer Excel 2007 Shortcuts

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1. Apply the outline border to the selected cells. [ Ctrl-Shift-& ]
2. Apply the Date format with the day, month, and year.[ Ctrl-Shift-# ]
3. Apply the Time format with the hour and minute, and AM or PM. [ Ctrl-Shift-@ ]
4. Enter the current time. [ Ctrl-Shift-: ]
5. Enter the current date. [ Ctrl-; ]
6. Hide the selected rows. [ Ctrl-9 ]
7. Hide the selected columns. [ Ctrl-0 ]
8. Alternate between displaying cell values and displaying formulas in the worksheet. [ Ctrl-` ]
9. Display the Find and Replace dialog box, with the Replace tab selected. [ Ctrl-H ]
10. Display the Insert Hyperlink dialog box for new hyperlink. [ Ctrl-K ]
11. Display the Print Preview window. [ Ctrl-F2 ]
12. Switch to the next workbook window. [ Ctrl-F6 ]
13. Display the Macro dialog box to create, run, edit, or delete a macro. [ Alt-F8 ]