

UNIT-3

Microsoft Excel shortcut keys

Name	shortcut keys
create a formula to sum all of the above cells.	Alt + F11
current time	ctrl + shift + ;
current date	ctrl + ;
select entire Rows	shift + space
select entire columns	ctrl + space
Hide rows	ctrl + 9
Hide columns	ctrl + 0
Delete the selected column or Row	ctrl + -
New line inside a cell	Alt + Enter
switch between showing Excel Formula or their value in cells	ctrl + ' (apostrophe)
save as Active file	F12

create chart from select data	F11
Insert new worksheet	shift + F11
Move forward between worksheet in the same documents	ctrl + page down
Move Back Between worksheets in the same documents	ctrl + page up
Format numbers in comma format	ctrl + shift + 1
Format number in date format	ctrl + shift + 3
Format number in currency format (\$)	ctrl + shift + 4
Format number in percentage format (%)	ctrl + shift + 5
Move to cell A1	ctrl + home

Functions of excel: (Financial)

- * DB (cost, salvage, life, period, month) - Fixed declining balance method.
- * DDB (cost, salvage, life, period, factor) Section double declining balance method.
- * FV (Rate, NPER, PMT, PV, Type)
- * IPMT (Rate, PER, NPER, PV, FV, Type)
- * IRR (Values, CVS 88)
- * ISPMT (RATE, PER, NPER, PV)
- * MIRR (VALVS, FINANCE, -RATE, Reinvest Rate)
- * NPER (Rate, PMT., PV, FV, Type)
- * NPV (Rate, Value 1, Value 2.....)
- * PMT (Rate, NPER, PV, FV, Type)
- * PPM 1 (Rate, per, NPER, PV, FV, Type)
- * PV (Rate, NPER, PMT, FV, Type)
- * Rate (NPER, PMT, PV, FV, Type, GUESS)
- * SLN (cost, salvage, life)

* SYD (cost, salvage, life, per)

* VDV (cost, salvage, life, start / No-switch),

period, end, period, factor.

* Rate - Rate of interest - may be annual,
or monthly quarterly or half yearly.