



## WPS Spreadsheets Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Start a new line in the same cell	Alt + Enter	Most used WPS Spreadsheets Shortcuts
2	Display the Microsoft Visual Basic Editor	Alt + F11	Most used WPS Spreadsheets Shortcuts
3	Display the Macros dialog box to run, edit or delete macros	Alt + F8	Most used WPS Spreadsheets Shortcuts
4	Display the Control menu for the program window	Alt + Spacebar	Most used WPS Spreadsheets Shortcuts
5	Move one cell up, down, left, or right in a worksheet	Arrow keys	Most used WPS Spreadsheets Shortcuts
6	Clear the content of the active cell to re-edit cell content	Backspace	Most used WPS Spreadsheets Shortcuts
7	Enter the current time	Ctrl + *	Most used WPS Spreadsheets Shortcuts
8	Enter the current date	Ctrl + :	Most used WPS Spreadsheets Shortcuts
9	Display the Format Cells dialog box	Ctrl + 1	Most used WPS Spreadsheets Shortcuts
10	Select the entire worksheet	Ctrl + Arrow keys	Most used WPS Spreadsheets Shortcuts
11	Move to the edge of the current data region in a worksheet	Ctrl + Arrow keys	Most used WPS Spreadsheets Shortcuts
12	Apply or remove bold formatting	Ctrl + B	Most used WPS Spreadsheets Shortcuts
13	Copy selected cells	Ctrl + C	Most used WPS Spreadsheets Shortcuts
14	Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below	Ctrl + D	Most used WPS Spreadsheets Shortcuts
15	Move to the last cell on a worksheet, in the lowest used row of the rightmost used column	Ctrl + End	Most used WPS Spreadsheets Shortcuts
16	Fill the selected cell range with the current entry	Ctrl + Enter	Most used WPS Spreadsheets Shortcuts
17	Display the Find dialog box	Ctrl + F	Most used WPS Spreadsheets Shortcuts
18	Display the Task Pane on the right side of the program window	Ctrl + F1	Most used WPS Spreadsheets Shortcuts
19	Display the Go To dialog box	Ctrl + G	Most used WPS Spreadsheets Shortcuts
20	Display the Replace dialog box	Ctrl + H	Most used WPS Spreadsheets Shortcuts
21	Move to the beginning of a worksheet	Ctrl + Home	Most used WPS Spreadsheets Shortcuts
22	Apply or remove italic formatting	Ctrl + I	Most used WPS Spreadsheets Shortcuts
23	Display the Hyperlink dialog box to insert new hyperlinks or edit existing hyperlinks	Ctrl + K	Most used WPS Spreadsheets Shortcuts
24	Select multiple ranges of cells	Ctrl + Left Mouse Click	Most used WPS Spreadsheets Shortcuts
25	Create a new, blank workbook	Ctrl + N	Most used WPS Spreadsheets Shortcuts
26	Display the Open dialog box to open or find a file	Ctrl + O	Most used WPS Spreadsheets Shortcuts
27	Display the Print dialog box	Ctrl + P	Most used WPS Spreadsheets Shortcuts
28	Switch between worksheet tabs, from right-to-left	Ctrl + Page Down key	Most used WPS Spreadsheets Shortcuts
29	Switch between worksheet tabs, from left-to-right	Ctrl + Page Up Key	Most used WPS Spreadsheets Shortcuts
30	Use the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right	Ctrl + R	Most used WPS Spreadsheets Shortcuts
31	Save the active file with its current file name, location, and file format	Ctrl + S	Most used WPS Spreadsheets Shortcuts
32	Enter the current time	Ctrl + Shift + *	Most used WPS Spreadsheets Shortcuts
33	Displays the Insert dialog box	Ctrl + Shift + =	Most used WPS Spreadsheets Shortcuts
34	Extend the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extend the selection to the next nonblank cell	Ctrl + Shift + Arrow keys	Most used WPS Spreadsheets Shortcuts
35	Extend the selection of cells to the beginning of the worksheet	Ctrl + Shift + Home	Most used WPS Spreadsheets Shortcuts
36	Go to previous worksheet tab	Ctrl + Shift + Tab	Most used WPS Spreadsheets Shortcuts
37	Go to next worksheet tab	Ctrl + Tab	Most used WPS Spreadsheets Shortcuts
38	Apply or remove underlining	Ctrl + U	Most used WPS Spreadsheets Shortcuts
39	Insert the contents of the Clipboard at the insertion point and replace any selection	Ctrl + V	Most used WPS Spreadsheets Shortcuts
40	Close the selected workbook window	Ctrl + W	Most used WPS Spreadsheets Shortcuts
41	Cut the selected cells	Ctrl + X	Most used WPS Spreadsheets Shortcuts
42	Repeat the last command or action, if possible	Ctrl + Y	Most used WPS Spreadsheets Shortcuts
43	Reverse the last command or to delete the last entry you typed	Ctrl + Z	Most used WPS Spreadsheets Shortcuts
44	Move one cell down in a selected cell range	Enter	Most used WPS Spreadsheets Shortcuts
45	Help	F1	Most used WPS Spreadsheets Shortcuts
46	Edit the active cell and positions the insertion point at the end of the cell contents	F2	Most used WPS Spreadsheets Shortcuts
47	Repeat the last action of adding or deleting the whole row/column	F4	Most used WPS Spreadsheets Shortcuts
48	Display the Spelling dialog box to check spelling in the active worksheet or selected range	F7	Most used WPS Spreadsheets Shortcuts
49	Calculate all worksheets in all open workbooks	F9	Most used WPS Spreadsheets Shortcuts
50	Insert chart	F11	Most used WPS Spreadsheets Shortcuts
51	Display the Save As dialog box to save the file with a different name, type or location	F12	Most used WPS Spreadsheets Shortcuts
52	Move to the cell in the upper-left corner of the window	Home	Most used WPS Spreadsheets Shortcuts
53	Select the cells in the next screen in the same column(s)	Page Down key	Most used WPS Spreadsheets Shortcuts
54	Select the cells in the previous screen in the same column(s)	Page Up Key	Most used WPS Spreadsheets Shortcuts
55	Extend the selection of cells by one cell, or row/column in that direction	Shift + Arrow keys	Most used WPS Spreadsheets Shortcuts
56	Move one cell up in a selected cell range	Shift + Enter	Most used WPS Spreadsheets Shortcuts
57	Display context menu for a selected item	Shift + F10	Most used WPS Spreadsheets Shortcuts
58	Extend the selection of cells to the first row of this window in this column	Shift + Home	Most used WPS Spreadsheets Shortcuts
59	Insert the contents of the Clipboard at the insertion point and replace any selection	Shift + Insert	Most used WPS Spreadsheets Shortcuts
60	Select the cell range from the current cells to the next screen of the same column(s)	Shift + Page Down key	Most used WPS Spreadsheets Shortcuts
61	Select the cell range from the current cells to the previous screen of the same column(s)	Shift + Page Up Key	Most used WPS Spreadsheets Shortcuts
62	Move to the previous cell in a worksheet, or moves one cell to the left in a selected range	Shift + Tab	Most used WPS Spreadsheets Shortcuts
63	Move one cell to the right in a worksheet	Tab	Most used WPS Spreadsheets Shortcuts

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