

## WPS Spreadsheets Shortcuts for Windows

			1
No.	Action Start a new line in the same cell	Windows Shortcuts	Section  Most used WPS Spreadsheets Shortcuts
		Alt + Enter Alt + F11	
	Display the Microsoft Visual Basic Editor	Alt+F8	Most used WPS Spreadsheets Shortcuts
	Display the Macros dialog box to run, edit or delete macros Display the Control menu for the program window	Alt + Spacebar	Most used WPS Spreadsheets Shortcuts  Most used WPS Spreadsheets Shortcuts
5	Display the Control time in the program will now Move one cell up, down, left, or right in a worksheet	Arrow keys	Most used WPS Spreadsheets Shortcuts
7	Clear the content of the active cell to re-edit cell content Enter the current time	Backspace Ctrl + '	Most used WPS Spreadsheets Shortcuts
8			Most used WPS Spreadsheets Shortcuts
	Enter the current date Display the Format Cells dialog box	Ctrl+; Ctrl+1	Most used WPS Spreadsheets Shortcuts  Most used WPS Spreadsheets Shortcuts
		Ctrl + Arrow keys	
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 Apply or remove bold formatting	Ctrl + B	Most used WPS Spreadsheets Shortcuts  Most used WPS Spreadsheets Shortcuts
	Appry or remove both formatting Copy selected cells	Ctrl + C	Most used WPS Spreadsheets Shortcuts
14	Copy selection Details.  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
	Uses the incomminant to copy the contents and romat or the replications of the replication of the replicatio	Ctrl + End	Most used WPS Spreadsneets Shortcuts  Most used WPS Spreadsheets Shortcuts
	Prove to the last Ced cell angle with the current entry	Ctrl + Enter	Most used WPS Spreadsheets Shortcuts
	Find the selected delta lange with the Current entry  Display the Find dialog box  Display the Find dialog box	Ctrl + F	
		Ctrl + F1	Most used WPS Spreadsheets Shortcuts
18 19	Display the Task Pane on the right side of the program window Display the Go To dialog box	Ctrl + G	Most used WPS Spreadsheets Shortcuts  Most used WPS Spreadsheets Shortcuts
20	uspiay me oo io daag pox Display the Replace dialog box Display the Replace dialog box	Ctrl + H	Most used WPS Spreadsneets Shortcuts  Most used WPS Spreadsheets Shortcuts
	Uisplay the Réplace dialog box Move to the beginning of a worksheet	Ctrl + Home	Most used WPS Spreadsheets Shortcuts  Most used WPS Spreadsheets Shortcuts
21	Move to the beginning of a worksheet Apply or remove faller formating	Ctrl + Home	Most used WPS Spreadsheets Shortcuts  Most used WPS Spreadsheets Shortcuts
	Appry or remove trauc tormating  Display the Hyperlink dialog box to insert new hyperlinks or edit existing hyperlinks	Ctrl + K	Most used WPS Spreadsheets Shortcuts  Most used WPS Spreadsheets Shortcuts
23	Uisplay the Hyperlink dialog box to insert new hyperlinks or edit existing hyperlinks Select multiple ranges of cells	Ctrl + K Ctrl + Left Mouse Click	Most used WPS Spreadsheets Shortcuts  Most used WPS Spreadsheets Shortcuts
	Select multiple ranges or cells Create a new Julian workbook	Ctrl + N	
25 26	Create a new, blank workbook Display the Open dialog box to open or find a file	Ctrl + N Ctrl + O	Most used WPS Spreadsheets Shortcuts
		Ctrl + P	Most used WPS Spreadsheets Shortcuts
27	Display the Print dialog box		Most used WPS Spreadsheets Shortcuts
28	Switch between worksheet alas, from ight-to-left Switch between worksheet alas, from ight-to-left Switch between worksheet alas, from ight-to-left	Ctrl + Page Down key	Most used WPS Spreadsheets Shortcuts
30	Switch Detween worksneer tabs, from ietr-to-right  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 + Page Up Key Ctrl + R	Most used WPS Spreadsheets Shortcuts  Most used WPS Spreadsheets Shortcuts
		Ctrl+S	
	Save the active file with its current file name, location, and file format	Ctrl + Shift + '	Most used WPS Spreadsheets Shortcuts
	Enter the current time Displays the Insert dialog box	Ctrl + Shift +=	Most used WPS Spreadsheets Shortcuts Most used WPS Spreadsheets Shortcuts
34		Ctrl + Shift + Arrow keys	Most used WPS Spreadsheets Shortcuts
35	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  Extend the selection of cells to the beginning of the worksheet	Ctrl + Shift + Home	Most used WPS Spreadsheets Shortcuts
36	Extent on the selection or ceits to the beginning or the worksheet Go to previous worksheet tab	Ctrl + Shift + Tab	Most used WPS Spreadsneets Shortcuts  Most used WPS Spreadsheets Shortcuts
37	ou to previous worksheet tab	Ctrl + Tab	Most used WPS Spreadsheets Shortcuts
38	Out to next worksheet cad	Ctrl + U	Most used WPS Spreadsheets Shortcuts
39	rappy or remove unisming Insert the contents of the Clipboard at the insertion point and replace any selection	Ctrl + V	Most used WPS Spreadsheets Shortcuts
40	insert the contents or the Capitalia at the insertion point and replace any selection.  Close the selected workbook window.	Ctrl + W	Most used WPS Spreadsheets Shortcuts
41	Colors tile selectied with blook will down	Ctrl + X	Most used WPS Spreadsheets Shortcuts
42	Cut uie selected ceus	Ctrl + Y	Most used WPS Spreadsheets Shortcuts
43	repeat use was command or according to be best best entry you typed	Ctrl + Z	Most used WPS Spreadsheets Shortcuts
44	Neverse the last command or to delete the last entry you typed Move one cell flown in a selected cell range	Enter	Most used WPS Spreadsneets Shortcuts  Most used WPS Spreadsheets Shortcuts
45	rouse in the test down in a selected test range. Help	F1	Most used WPS Spreadsheets Shortcuts
46	Triely  Gill the active cell and positions the insertion point at the end of the cell contents	F2	Most used WPS Spreadsheets Shortcuts
47	Edit tipe active cent and postoriors the insertion point at time end of the e	F4	Most used WPS Spreadsheets Shortcuts
48	repeat use asst action or aduring or determing the window now, considering the asst action or aduring or determing the window now, considering the asst action or aduring or determining the active worksheet or selected range.	F7	Most used WPS Spreadsheets Shortcuts
49	Display the specing uning DOX DUTICK specing in the BLUVE WORKINGER OF SECURITY TO SECURE TRIBE Calculate all the OverSheets in all to pen workshoet or Security Secu	F9	Most used WPS Spreadsheets Shortcuts
50	Calculate as worksheets in all open workshoods Insert chart Insert chart	F11	Most used WPS Spreadsheets Shortcuts
51	Insert Clears  Insert	F12	Most used WPS Spreadsheets Shortcuts
52	Display life were values took to see use new win a unifier manie, type or location.  Move to the cell in the upper-left comer 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 cets in the previous screen in the same column(s)	Page Up Key	Most used WPS Spreadsheets Shortcuts
55	Setest un Ecas in previous Setes in the same Columnia)  Extend the selection of cells by one cell, or same Columnia in that direction	Shift + Arrow keys	Most used WPS Spreadsheets Shortcuts
56	Executive Secretary in a selected cell range	Shift + Enter	Most used WPS Spreadsheets Shortcuts
57	Display context them for a selected eitem	Shift + F10	Most used WPS Spreadsheets Shortcuts
58	Display Context trient on a selection them.  Extend the selection of cells to the first row of this window in this column	Shift + Home	Most used WPS Spreadsheets Shortcuts
59	Extend une selection of class to the mark row of use month of the class of the clas	Shift + Insert	Most used WPS Spreadsheets Shortcuts
60	insert the comerns or the cappoint at the insertion print and replace any selection.  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 certainger from the current cells to the previous screen or the same column(s)	Shift + Page Up Key	Most used WPS Spreadsheets Shortcuts
	Select one certified continue content cens on the previous screen or the same committy)  Move to the previous cell in a worksheet, or moves one cell to the left in a selected range  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
	Two to the jet vito the right in a wardsheet. On move a vine Ceta to the sets in a selection range.	Tab	Most used WPS Spreadsheets Shortcuts

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