

## Navigation

- Ctrl+Shift+W** Suggest search for/quickly launch macros
- Ctrl+Shift+S** [J] Search sheets, [T] add table of contents
- Ctrl+Shift+H** Trigger hyperlinks (within file/website URLs)
- Ctrl+Shift+J** Several helpful options for selecting cells

## Copy & Paste

- Ctrl+Shift+C** **Copy Special Picker:**
  - [S] Copy sum of selection or raw text
  - [R] / [T] Copy range/name/sheet/file/name
  - Copy [W] file / [Q] shortcut to clipboard
  - [B] Bulk copy ranges to other files/sheets
- Ctrl+Shift+V** **Paste Special Picker:**
  - Paste [V] values, [F] formulas, [S] formats
  - Paste [W] widths, [L] links, [...T] transpose
  - Paste [U] unique values or [X] fixed values

## Structure

- Ctrl+Shift+A** **Insert Picker:**
  - [E] Cells, [R] rows, [C] columns, [S] sheet
  - [A] Shape, [P] picture, [Q] comment
  - [B] Checkbox, [D] Date, [T] Time
  - [T] Table, [V] PivotTable, [O] PivotChart
- Ctrl+Shift+D** **Delete Picker:**
  - [E] Cells, [R] rows, [C] columns, [S] sheet
  - [Q] Comment(s)

## Formatting

- Ctrl+Shift+L** **Cell Action Picker:**
  - [A] Alignment, [B] borders, [N] numbers
  - [C] Conditional formats, [S] col/row size
- Ctrl+y** Toggle through 5 favorite fill colors
- Ctrl+Shift+N** Toggle through 5 favorite number formats
- Bulk File Format Change** Apply bulk formats in files/sheets
- Toggle Decimals** Toggle displayed decimals
- Toggle Border** Toggle through border favorites

## Outlook

- Ctrl+Shift+E** **Email Picker:**
  - [O] Open from ID, [T] toggle flag (from ID)
  - [L] Email file link, [X] export, [M] Merge
  - [F] File emails to folders (rules/fuzzy match)
- Bulk Edit Appointments** Bulk manage Outlook appts.
- Bulk Edit Contacts** Bulk manage Outlook contacts
- Create Send Email...** Bulk email creating/sending
- Export Meeting Attendees** Get list of meeting attendees

## Files & Folders

- Ctrl+Shift+O** Suggest search through recent files
- Ctrl+Shift+P** Apply favorite print settings to 1+ sheets
- Create Subfolders** Create folders in bulk
- Open File Folder** Opens folder containing active file

## Filter & Sort

- Ctrl+Shift+F** **Filter Picker:**
  - [D] Save/re-apply common filters/sorts
  - Filter [T] in / [O] out selected values
  - Filter in/out [R] errors, [B] blanks, [Z] zeros
  - [B] Bulk apply filters across multiple sheets
- Ctrl+Shift+Z** **Sort Picker:**
  - [Q] Quickly sort or apply saved sort
  - [H] Sort horizontally, [W] sort sheet names
  - [B] Apply sorting to multiple file ranges

## Data

- Ctrl+w** **Comment Picker:**
  - [I] Insert/update, [T] toggle, [S] Resize
  - [C] copy contents, [P] paste from clipboard
  - [F] Set up/add central comments sheet
- Find Replace Picker** Apply common/bulk find/replace pairs
- Fill Columns** Fill in blank columns for non-table data
- Reverse Sign** Reverses sign of cell values/formulas
- Modify Fields** Add/change fields/formulas in bulk

## Other

- Ctrl+Shift+M** **Misc Picker:**
  - [F] Freeze panes, [C] toggle clipboard pane
  - [W] New window, [E] exit file
- Ctrl+Shift+R** Jump to references within cell formula
- Alt+Shift+↓** Suggest search data validation list options
- Toggle F1 Help** Disables [unwanted] F1 help shortcut
- Run Browser Steps** Automates web browser actions (navigate or scrape data)

## PowerPoint

- Refresh PowerPoint Slides** Bulk copy/paste/replace slide data from Excel tables/charts
- Bulk Slide [/Shape/Animation] Update** Use Excel to quickly make bulk PPT updates
- PowerPoint Bulk Copy Paste** Copy/paste slide shapes/data in bulk to other slides
- Save Slides To PDF** Save selected PPT slides to PDF

Pink text = keyboard shortcuts (can be redefined if desired)

[X] = Picker codes/options

Blue text = searchable macro names

