**MICROSOFT EXCEL**

**KEY POINTS:-**

* Total Cells = 17,179,869,184
* Total Columns = 16,384 or XFD
* Total Rows = 1,048,576
* Total Characters In A Cell = 65,535
* Formula Character Length = 8,192
* Column Width = 8.43 Characters(0 to 255)
* Row Height = 12.75 Points (0 to 409)
* Total Function Arguments = 255
* Total Formula Nesting Levels = 64
* Maximum Array References = Unlimited
* Total Pivot Table Columns = 16,384
* Total Pivot Table Rows = 1,048,576
* Total Pivot Table Fields = 16,384
* Total Unique Pivot Table Items = 1,048,576
* ODBC = Open Database Connectivity
* OLE DB = Object Linking Embedding Database
* .txt files are ‘TAB’ delimited
* .csv files are ‘COMMA’ delimited

**SHORTCUT KEYS:-**

* CTRL + N = Create A New Workbook
* CTRL + O = Open
* CTRL + S = Save
* CTRL + A = Select All
* CTRL + X = Cut
* CTRL + C = Copy
* CTRL + V = Paste
* CTRL + Z = Undo
* CTRL + Y = Redo
* CTRL + G = Go To
* CTRL + F = Find And Replace (Find)
* CTRL + H = Find And Replace (Replace)
* CTRL + B = Bold
* CTRL + I = Italic
* CTRL + U = Underline
* CTRL + L/T = Create Table
* CTRL + P/F2 = Print Preview
* CTRL + K = Insert Hyperlink
* CTRL + W = Close Workbook
* CTRL + R = Copy Cell Rightwards
* CTRL + D = Copy Cell Downwards
* CTRL + 1 = Display ‘Format Cells’
* CTRL + 2 = Apply/Remove Bold Formatting
* CTRL + 3 = Apply/Remove Italic Formatting
* CTRL + 4 = Apply/Remove Underlining
* CTRL + 5 = Apply/Remove Strikethrough
* CTRL + 6 = Hide/Display Objects
* CTRL + 8 = Hide/Display Outline Symbols
* CTRL + 9 = Hide The Selected Rows
* CTRL + 0 = Hide The Selected Columns
* CTRL + PageUp = Switch Between Worksheet Tabs (Left to Right)
* CTRL + PageDown = Switch Between Worksheet Tabs (Right to Left)
* CTRL + SHIFT + ( = Unhide Rows
* CTRL + SHIFT + & = Apply Outline Border
* CTRL + SHIFT + \_ = Remove Outline Border
* CTRL + SHIFT + ~ = Apply General No. Format
* CTRL + SHIFT + $ = Apply Currency Format
* CTRL + SHIFT + % = Apply Percentage Format
* CTRL + SHIFT + ^ = Apply Scientific No. Format
* CTRL + SHIFT + # = Apply Date Format
* CTRL + SHIFT + @ = Apply Time Format
* CTRL + SHIFT + ! = Apply Number Format
* CTRL + SHIFT + : = Enter Current Time
* CTRL + SHIFT + PLUS(+) = Display Insert
* CTRL + SHIFT + - = Display Delete

**MICROSOFT POWERPOINT**

**Shortcut Keys:-**

* CTRL + N = Create A New Presentation
* CTRL + O = Open
* CTRL + S = Save
* CTRL + A = Select All
* CTRL + X = Cut
* CTRL + C = Copy
* CTRL + V = Paste
* CTRL + Z = Undo
* CTRL + Y = Redo
* CTRL + G = Go To
* CTRL + B = Bold
* CTRL + I = Italic
* CTRL + U = Underline
* CTRL + K = Hyperlink
* CTRL + P/F2 = Print Preview
* CTRL + SHIFT + F = Open Font Dialog Box
* CTRL + SHIFT + > = Increase Font Size
* CTRL + SHIFT + < = Decrease Font Size
* CTRL + EQUAL(=) = Subscript
* CTRL + SHIFT + PLUS(+) = Superscript
* CTRL + E = Center A Paragraph
* CTRL + J = Justify A Paragraph
* CTRL + L = Align A Paragraph Left
* CTRL + R = Align A Paragraph Right
* SHIFT + F3 = Change Letter Case
* ALT + Q = Stop Media Playback
* ALT + P = Play/Pause
* ALT + Up = Increase Volume
* ALT + Down = Decrease Volume
* ALT + U = Mute
* F5 = Start Slide Show
* (number) + ENTER = Go To Slide #

**MICROSOFT WORD**

SHORTCUT KEYS:-

* CTRL + N = Create A New Document
* CTRL + O = Open
* CTRL + S = Save
* CTRL + A = Select All
* CTRL + X = Cut
* CTRL + C = Copy
* CTRL + V = Paste
* CTRL + Z = Undo
* CTRL + Y = Redo
* CTRL + G = Go To
* CTRL + B = Bold
* CTRL + I = Italic
* CTRL + U = Underline
* CTRL + EQUAL(=) = Subscript
* CTRL + SHIFT + PLUS(+) = Superscript
* CTRL + P/F2 = Print Preview
* CTRL + ENTER = Page Break
* ALT + CTRL + C = Copyright Symbol
* ALT + CTRL + R = Registered Symbol
* ALT + CTRL + T = Trademark Symbol
* ALT + CTRL + K = Auto Format
* CTRL + SHIFT + C = Copy Text Formatting
* CTRL + SHIFT + V = Apply Copied Formatting
* CTRL + SHIFT + F = Open Font Dialog Box
* CTRL + SHIFT + > = Increase Font Size
* CTRL + SHIFT + < = Decrease Font Size