

## WINDOWS/PC

## Formatting &amp; Editing Cells

**ctrl** + **B** Bold

**ctrl** + **I** Italic

**ctrl** + **9** Hide selected rows

**ctrl** + **shift** + **(** Unhide selected rows

**ctrl** + **0** Hide selected columns

**ctrl** + **shift** + **)** Unhide selected columns

**ctrl** + **;** Insert the current date

**ctrl** + **shift** + **;** Insert the current time

**ctrl** + **K** Insert a hyperlink

**ctrl** + **shift** + **%** Change data to percentage format

**ctrl** + **F** Find something

**ctrl** + **H** Replace something

**ctrl** + **shift** + **\$** Show all values as currency

**ctrl** + **shift** + **~** Show all values in general number format

**ctrl** + **5** Strikethrough text or remove it

**alt** + **enter** Add a new line in Excel