

**WST MACROS & SHORTCUTS ADD-IN FEATURES (v4.3)**

**EXCEL KEYSTROKES ACTION EXCEL KEYSTROKES ACTION**

**FORMATTING**

Ctrl+Shift+D	Dollar Formatting (no decimals)
Ctrl+Shift+M	Number Formatting (no decimals)
Ctrl+Shift+C	Percent One (one decimal)
Ctrl+Shift+X	Multiple One (add x to number)
Ctrl+Alt+> (.)	Increase Decimal
Ctrl+Alt+< (.)	Decrease Decimal
Ctrl+Alt+Y	Insert "Year " label in front
Ctrl+Alt+B	BPS formatting
Alt, X, S, F, T *	Date formatting options (via Menus)
Alt, X, S, F, A *	Dash formatting options (via Menus)
Ctrl+Alt+U	Single Underline (à la Excel 2003)
Ctrl+E	Center Selection
Ctrl+Shift+E	Center No Merge
Ctrl+Alt+L	Align Left
Ctrl+Alt+R	Align Right

**SHADING / FONT COLOR**

Ctrl+Shift+Y	Yellow Fill
Ctrl+Shift+Alt+W	White Fill
Ctrl+Alt+X	Red Fill
Ctrl+Alt+O	Orange Fill
Ctrl+Alt+G	Green Fill
Ctrl+Shift+N	No Fill (clear fill color)
Ctrl+Shift+B	Blue Font Color
Ctrl+Shift+K	Black Font Color
Ctrl+Shift+R	Red Font Color
Ctrl+Shift+G	Green Font Color
Ctrl+Shift+W	White Conditional Format (force color)
via Menus only	Red & Green Conditional Format
Ctrl+Alt+C	Remove Conditional Format

**BORDERS**

Ctrl+Alt+-	Black Bottom Border
Ctrl+Alt+_ (requires Shift)	Black Top Border
Ctrl+Alt+[	Black Left Border
Ctrl+Alt+]	Black Right Border
Ctrl+Alt+=	Black Inside Border
Ctrl+Shift+7 (Ctrl+&)	Black Outside Border
Ctrl+Alt+7	Double Outside Border
Ctrl+Shift+_	Delete All Borders
Ctrl+Alt+W	White Right Border
Ctrl+Shift+Alt+G	Gray Bottom Border
Ctrl+Shift+T	Gray Bottom Thick Top Border
Ctrl+Shift+A	Single Accting Underline
Ctrl+Alt+D	Double Accting Underline

**FILL**

Ctrl+R	Fill Right
Ctrl+D	Fill Down
Ctrl+L	Fill Left
Ctrl+Shift+U	Fill Up
Ctrl+/'	Copy Exact Formula Right
Ctrl+\'	Copy Exact Formula Down
Ctrl+\	Copy Exact Formula Left
Ctrl+	Copy Exact Formula Up
Ctrl+Shift+Alt+R	Auto Fill Right
Ctrl+Shift+Alt+D	Auto Fill Down
Ctrl+Shift+Alt+L	Auto Fill Left
Ctrl+Shift+Alt+U	Auto Fill Up

\* No X required for Excel 2003 and below

**DATA MANIPULATION**

Ctrl+Shift+Alt+I	Wrap IFERROR()
Ctrl+Shift+Alt+C	Insert CAGR Formula
Ctrl+Shift+Alt+P	Copy Paste Formula
Ctrl+Shift+Alt+B	Copy Paste Block
Ctrl+Shift+Alt+A	Auto Fill List
Ctrl+Shift+Alt+=	Add Equal to Formula
Alt+S+D+R *	Remove Equal
Ctrl+Shift+Alt+N	Toggle Negative
Ctrl+Shift+Alt+(	Wrap () Around Formula
Ctrl+Alt+0	Multiple Formula by Zero
Ctrl+Shift+Alt+0	Remove Zero at End
Ctrl+Alt+H	Divide Hundred
Ctrl+Shift+Alt+H	Multiply Hundred
Ctrl+Alt+K	Divide Thousand
Ctrl+Shift+Alt+K	Multiply Thousand

**TEXT MANIPULATION**

Alt, X, S, T, S *	Change Selection to Sentence Case
Alt, X, S, T, P *	Change Selection to Proper Case
Alt, X, S, T, L *	Change Selection to Lower Case
Alt, X, S, T, U *	Change Selection to Upper Case
Alt, X, S, T, C *	Make Cell into a Commented Cell
Alt, X, S, T, R *	Remove Comment in Commented Cell
Alt, X, S, T, F *	Insert Formula as a Comment
Alt, X, S, T, Z *	Change Comment Font Size
Alt, X, S, T, B *	Resize Comment Box to Fit
Alt, X, S, T, N *	Move Negative to Front (Credit)

**AUDITING**

Ctrl+Shift+Alt+[	WST Formula Auditing Tool
Ctrl+Shift+[	WST Cycle Precedents
Ctrl+Shift+]	WST Cycle Dependents
Ctrl+Shift+H	Select Hardwire (Constants)
Ctrl+Shift+I	Select Formulas
Ctrl+Alt+I	Select Other Sheet References
Alt, X, S, A, G *	Auto Blue Black Green
Alt, X, S, A, W *	Blue Black All Worksheets
Alt, X, S, A, L *	Blue Black Green All Worksheets

**CHART / OBJECT**

Alt + Right Arrow	Nudge Right
Alt + Shift + Up Arrow	Nudge Down
Alt + Left or Up Arrow	Nudge Left / Up
Ctrl+Shift+Alt+X	Add XY Scatter Labels
Ctrl + Alt + P	Center Plot Area

**WORKSHEET**

Ctrl+Shift+<	Go to First Worksheet
Ctrl+Shift+>	Go to Last Worksheet
Ctrl+Shift+?	Go to Middle Worksheet
Ctrl+Alt+A	Select All Worksheets
Ctrl+Shift+S	Show/Hide Outline Levels
Ctrl+T	Toggle Gridlines
Ctrl+J	Zoom + 15%
Ctrl+Shift+J	Zoom - 15%
via Menus only	Create Worksheet Index
via Menus only	Sort Worksheets by Name
via Menus only	Reverse Worksheets Order
via Menus only	Remove Unused Number Formats
via Menus only	Toggle Read Only