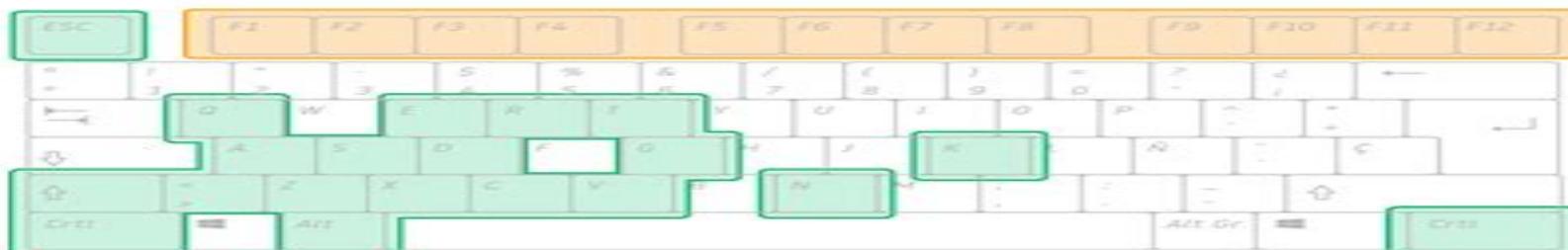


Atajos de teclado de Microsoft Excel para Windows 10. Parte III



Atajos de teclado para seleccionar datos

- Ctrl+***: Selecciona la región actual de celdas con datos
- Ctrl+Espacio**: Selecciona la columna actual
- Mayús+Av Pág**: Extiende la selección hacia abajo por una pantalla
- Mayús+Rep Pág**: Extiende la selección hacia arriba por una pantalla
- Mayús+Inicio**: Extiende la selección hasta el inicio de la fila
- Mayús+Espacio**: Selecciona la fila actual
- Mayús+Tecla dirección**: Extiende la selección una celda en la misma dirección de la tecla pulsada

Atajos para ingresar datos y fórmulas

- Alt+=**: Inserta una Autosuma de las celdas adyacentes
- Alt+Abajo**: Despliega las opciones de una lista de validación de datos
- Alt+Entrar**: Inserta un salto de línea dentro de una celda
- Ctrl+;**: Insertar la fecha actual
- Ctrl+:**: Insertar la hora actual
- Ctrl+^**: Copia el valor de la celda superior
- Ctrl+=**: Copia la fórmula de la celda superior
- Ctrl+Entrar**: Llena el rango de celdas seleccionado con la entrada actual
- Ctrl+Supr**: Borra todo el texto hasta el final de la línea
- Ctrl+Alt+K**: Insertar un hipervínculo
- Mayús+Entrar**: Completa la entrada de celda y selecciona la celda superior
- Mayús+Tabulador**: Completa la entrada de celda y selecciona la celda a la izquierda

Otros atajos de teclado en Excel

- Alt+Espacio**: Abre el menú de control de la ventana de Excel
- Alt+I**: Muestra el cuadro de diálogo "Estilo"
- Alt+Ctrl+Izquierda**: Se mueve hacia la izquierda entre las celdas no adyacentes de un rango seleccionado
- Alt+Ctrl+Derecha**: Se mueve hacia la derecha entre las celdas no adyacentes de un rango seleccionado
- Ctrl+D**: Muestra el cuadro de diálogo "Eliminar celdas"
- Ctrl+I**: Muestra el cuadro de diálogo "Insertar celdas"
- Ctrl+Alt+V**: Muestra el cuadro de diálogo "Pegado especial"

Atajos con las teclas Ctrl+Mayús

- Ctrl+Mayús+F2**: Muestra el cuadro de diálogo "Crear nombres a partir de la selección"
- Ctrl+Mayús+F6**: Moverse al libro abierto anterior
- Ctrl+Mayús+F10**: Activa la barra de menú
- Ctrl+Mayús+F12**: Muestra el cuadro de diálogo "Imprimir"
- Ctrl+Mayús+F**: Muestra la pestaña "Fuente" del cuadro de diálogo "Formato de celdas"
- Ctrl+Mayús+L**: Activa o desactiva los filtros en un rango
- Ctrl+Mayús+O**: Selecciona las celdas con comentarios
- Ctrl+Mayús+Q**: Expande la barra de fórmulas
- Ctrl+Mayús+Entrar**: Ingresar una fórmula como una fórmula matricial
- Ctrl+Mayús+Inicio**: Extiende la selección hasta el inicio de la hoja
- Ctrl+Mayús+Fin**: Extiende la selección hasta la última celda utilizada en la hoja
- Ctrl+Mayús+Av Pág**: Agrega la siguiente hoja a la selección de hojas
- Ctrl+Mayús+Rep Pág**: Agrega la hoja previa a la selección de hojas
- Ctrl+Mayús+Tecla dirección**: Extiende la selección a la última celda no vacía en la misma dirección de la tecla pulsada
- Ctrl+Mayús+Espacio**: Selecciona el rango de celdas actual o la hoja completa
- Ctrl+Mayús+[**: Muestra las filas ocultas dentro del rango seleccionado
- Ctrl+Mayús+]**: Muestra las columnas ocultas dentro del rango seleccionado
- Ctrl+Mayús+#**: Aplica el formato Número con dos decimales
- Ctrl+Mayús+@**: Aplica el formato Fecha en la forma dd-mm-aa
- Ctrl+Mayús+\$**: Aplica el formato Moneda con dos decimales
- Ctrl+Mayús+%**: Aplica el formato Porcentaje sin decimales
- Ctrl+Mayús+!**: Aplica el formato de notación Científica
- Ctrl+Mayús+;**: Aplica el formato de Hora
- Ctrl+Mayús+&**: Aplica un borde a la celda
- Ctrl+Mayús+~**: Remueve los bordes de la celda
- Ctrl+Mayús+^**: Copia el contenido de la celda superior

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Jianjun Gao



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