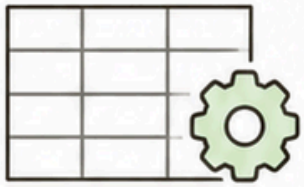
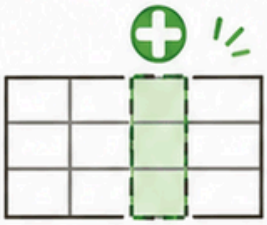
Excel作業が楽になるショートカットキー

① Ctrl + 1



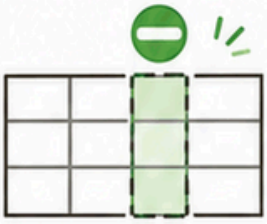
セルの書式設定

② Ctrl + +



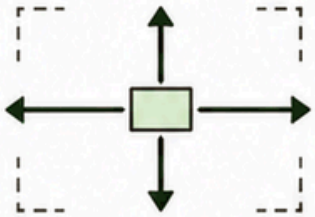
行・列を挿入

③ Ctrl + −



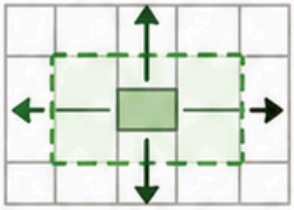
行・列を削除

④ Ctrl + 矢印キー



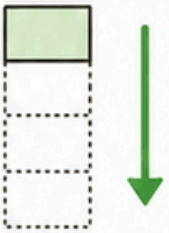
データの端へ移動

⑤ Ctrl + Shift + 矢印キー



データの端まで選択

⑥ Ctrl + D

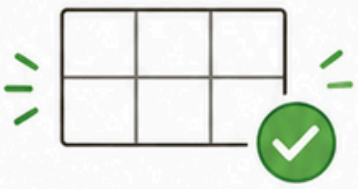


上のセルを下にコピー

⑦ Ctrl + R

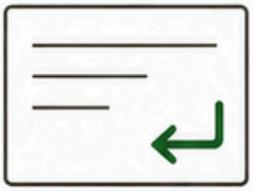
左のセルを右にコピー

⑧ Ctrl + Enter



複数セルに一括入力

⑨ Alt + Enter



セル内で改行

⑩ Ctrl + ;

今日の日付を入力

⑪ F2

セルを編集状態にする

⑫

まずはよく使うものから少しずつ