

## Microsoft Office 2016 Excel Keyboard Shortcuts

AtozSofts website provide some important shortcuts codes for do work fast. You can use this short codes in your excel file. our website also provide Microsoft Office 2016 Latest and update version for Windows XP, Windows 7, Windows 8, Windows 8.1 and Windows 10. In this Version get complete suite. Excel, Word, PowerPoint, Access and Outlook.

### Formatting

Format (almost) anything	Ctrl 1	⌘ 1
Display Format Cells with Font tab selected	Ctrl Shift F	⌘ ↑ F
Apply or remove bold formatting	Ctrl B	⌘ B
Apply or remove italic formatting	Ctrl I	⌘ I
Apply or remove underscoring	Ctrl U	⌘ U
Apply or remove strikethrough formatting	Ctrl 5	⌘ ↑ X
Add or remove the shadow font style		⌘ ↑ W
Add or remove the outline font style		⌘ ↑ D
Align center	Alt H A C	⌘ E
Align left	Alt H A L	⌘ L
Align right	Alt H A R	⌘ R
Indent	Alt H 6	⌘ ~ Tab
Remove indent	Alt H 5	⌘ ~ ↑ Tab
Increase font size one step	Alt H FG	⌘ ↑ >
Decrease font size one step	Alt H FK	⌘ ↑ <

### Also Read : 9 Tips to learn about Microsoft MS Office 2016

Here you can Get all your Ms Excel 2016 Shortcut keys. Many more keys also available for Microsoft word. I hope you like it and also want to share with your friends.