

## Chart (Global) Shortcuts

		Insert	
Hide/Remove Selected Object	Del	Insert Average Line	Insert, A
Edit Label	F2	Insert Growth Line	Insert, G
Sort	F3	Insert Bar Comparison Line	Insert, B
Restore Label	F5	Insert Segment Comparison Line	Insert, S
Annotate	F6	Insert Vertical Line	Insert, V
SpellCheck	F7	Link All Segments	Insert, L
Restore Selected Object	F9	Restore All Average Lines	Alt+F9,A
Smartplace	F11	Remove All Average Lines	Alt+Del, A
Format Selected Object	F12	Restore All Growth Lines	Alt+F9,G
Undo	Ctrl+Z	Remove All Growth Lines	Alt+Del, G
Redo	Ctrl+Y	Restore All Bar Comparison Lines	Alt+F9,B
Format Chart	Alt+C	Remove All Bar Comparison Lines	Alt+Del, B
Format Series	Alt+S	Restore All Segment Comparison Lines	Alt+F9,S
Format Bars	Alt+B	Remove All Segment Comparison Lines	Alt+Del, S
Format Axes	Alt+A	Restore All Vertical Lines	Alt+F9,V
Format Legend	Alt+L	Remove All Vertical Lines	Alt+Del, V
Open PManager	Alt+P	Restore Serment Link Formatting	Alt+F9,L
Apply PM Settings	Shift+Alt+P	Remove All Manual Segment Links	Alt+Del,L
Show Data Editor	Enter		
Show Label Manager	Ctrl+Enter		
Chart Properties	Ctrl+Alt+Enter		
		<b>Labels</b>	
		Select All	Ctrl+A
		Select Modified	Ctrl+Alt+M
		Reverse Selection	Ctrl+Shift+A
		Restore Selected	F5
		Restore All	Alt+Shift+F5
		Restore All Modified	Alt+F5
		Smartplace all Unplaced	Alt+F11
		Annotate all Unplaced	Alt+F6
		Place All Manual	Alt+F5
		<b>Layout</b>	
		Horizontal	Alt+Up
		Vertical	Alt+Right
		Y Axis Side Swap	Ctrl+Alt+Y
		Reverse X Axis	Ctrl+Alt+X
		Toggle H/V	Alt+Shift+Up
		<b>Sort Series</b>	
		First on Bottom	F3,Down
		First on Top	F3, Up
		Reverse for Negative	F3,Minus
		Biggest on Top	F3,A
		Biggest on Bottom	F3,Z
		<b>Sort Bars</b>	
		First on Left	F3,Left
		First on Right	F3,Right
		Highest on Left	F3,Shift+[
		Highest on Right	F3,Shift+]
		Widest on Left	F3,[
		Widest on Right	F3,]
		<b>Link To Excel</b>	
		Link	Alt+E,L
		Link To Selected Range	Alt+E,S
		Remove Link	Alt+E,Del
		Refresh Link	Alt+E,R
		Open Linked File	Alt+E,F

### Show/Hide

Show/Hide X Axis	Alt+X
Show/Hide Y Axis	Alt+Y
Show/Hide 2Y Axis	Alt+2
Show/Hide Bar Totals	Alt+T
Show/Hide Margins	Alt+M
Reset Margins	Alt+F9,M
Show/Hide Legend	Ctrl+L

### Labels Display Modes

Show All	Shift+Alt+A
Hide All	Shift+Alt+H
Show First Bar Only	Shift+Alt+F
Show Last Bar Only	Shift+Alt+L
Show as Outlier	Shift+Alt+O
Show Line Segment Values	Shift+Alt+S
Show Net Line Values	Shift+Alt+N
Show Series Name	Alt+N
Show Values	Alt+V
Show Values and Names	Alt+H
Number Only	Alt+Shift+#
Percent Only	Alt+Shift+%
Number and Percent	Alt+Shift+\$

## Selected Objects Shortcuts

		Labels		Series	
Edit Label	F2	Edit Label	F2	Show as Net Line	Ctrl+N
Hide	Del	Hide	Del	Show as Bar	Ctrl+Q
Restore	F5	Restore	F5	Show as Line	Ctrl+J
Place	Ctrl+F5	Place	Ctrl+F5	Show on 2Y	Ctrl+2
Annotate	F6	Annotate	F6	Show on Chart	Ctrl+9
Smartplace	F11	Smartplace	F11	Show in Data Row	Ctrl+8
				Show on Chart and Data	Ctrl+7
		<b>Label Attributes</b>		Hide	Ctrl+0
		Bold	Ctrl+B	Show Regression Line	Ctrl+K
		Italic	Ctrl+I	Show Regression Labels	Ctrl+W
		Underline	Ctrl+U	Show Line	Ctrl+P
		Align Left	Ctrl+L	Is Outlier	Ctrl+O
		Align Right	Ctrl+R		
		Align Center	Ctrl+E	<b>Enhancement Lines</b>	
		Increase Font Size	Ctrl+Shift+>	Reverse Direction	Ctrl+D
		Decrease Font Size	Ctrl+Shift+<	Show Title only	Ctrl+T
		Horizontal	Ctrl+Right	Show Value Only	Ctrl+V
		Vertical	Ctrl+Up	Show Title and Value	Ctrl+H
		Slanted	Ctrl+/	Show as CAGR/Value	Ctrl+Shift+G
		Asian Vertical	Ctrl+Down	Number Only	Ctrl+Shift+#
		Show/Hide Annotation Line	Ctrl+.	Percent Only	Ctrl+Shift+%
		Increase Annotation Indent	Ctrl+]	Number and Percent	Ctrl+Shift+\$
		Decrease Annotation Indent	Ctrl+[	Remove Line	Del
		Smart Annotate Selected	Ctrl+Shift+\	Restore Line	F9
				Format	F12
				Restore Label	F5
		<b>Multiselected labels</b>			
		Align Tops	Ctrl+Shift+Up	<b>Axis Break</b>	
		Align Bottoms	Ctrl+Shift+Down	Increase Axis Break Height	Ctrl+Plus
		Align Middles	Ctrl+Shift+M	Decrease Axis Break Height	Ctrl+Minus
		Align Lefts	Ctrl+Shift+Left		
		Align Rights	Ctrl+Shift+Right	<b>Data Sheet</b>	
		Align Centers	Ctrl+Shift+E	Cut	Ctrl+X
		Make Horizontal Spacing Equal	Ctrl+Shift+H	Copy	Ctrl+C
		Make Vertical Spacing Equal	Ctrl+Shift+V	Paste	Ctrl+V
				Paste Special	Ctrl+Shift+V
		<b>Axis</b>		Insert	Ctrl+Shift+=
		Compute Scale	F9	Delete	Ctrl+Minus
		Set Automatic Bar Gaps	F9	Clear Conditional Formatting	Shift+Del
		Hide	Del	Clear Content	Del
				Sort, Ascending	Ctrl+Shift+A
		<b>Bar</b>		Sort, Descending	Ctrl+Shift+Z
		Show as Placeholder	Ctrl+Alt+P	Custom Sort	Ctrl+Shift+S
		Show as Total Cascade	Ctrl+Alt+T	Format Cells	Ctrl+1
		Show Bar Label	Ctrl+Alt+W	Fill Right	Ctrl+R
		Include Bar in Sort	Ctrl+Alt+S	Fill Down	Ctrl+D
		Show on Chart	Ctrl+Alt+9	Insert Date	Ctrl+Alt+;
		Show in Data Column	Ctrl+Alt+8	Find	Ctrl+F
		Show on Chart and Data	Ctrl+Alt+7	Replace	Ctrl+R
		Show as CAGR	Ctrl+Alt+6	Edit in Excel	Ctrl+Shift+E
		Hide	Ctrl+Alt+0		