

Chart (Global) Shortcuts

		Insert	
Hide/Remove Selected Object	Del		
Edit Label	F2	Insert Average Line	Insert, A
Sort	F3	Insert Growth Line	Insert, G
Restore Label	F5	Insert Bar Comparison Line	Insert, B
Annotate	F6	Insert Segment Comparison Line	Insert, S
SpellCheck	F7	Insert Vertical Line	Insert, V
Restore Selected Object	F9	Link All Segments	Insert, L
Smartplace	F11	Restore All Average Lines	Alt+F9,A
Format Selected Object	F12	Remove All Average Lines	Alt+Del, A
		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
		Remove All Bar Comparison Lines	Alt+Del, B
Format Chart	Alt+C	Restore All Segment Comparison Lines	Alt+F9,S
Format Series	Alt+S	Remove All Segment Comparison Lines	Alt+Del, S
Format Bars	Alt+B	Restore All Vertical Lines	Alt+F9,V
Format Axes	Alt+A	Remove All Vertical Lines	Alt+Del, V
Format Legend	Alt+L	Restore Serment Link Formatting	Alt+F9,L
		Remove All Manual Segment Links	Alt+Del,L
		Labels	
Open PManager	Alt+P	Select All	Ctrl+A
Apply PM Settings	Shift+Alt+P	Select Modified	Ctrl+Alt+M
		Reverse Selection	Ctrl+Shift+A
Show Data Editor	Enter	Restore Selected	F5
Show Label Manager	Ctrl+Enter	Restore All	Alt+Shift+F5
Chart Properties	Ctrl+Alt+Enter	Restore All Modified	Alt+F5
		Smartplace all Unplaced	Alt+F11
Show/Hide		Annotate all Unplaced	Alt+F6
Show/Hide X Axis	Alt+X	Place All Manual	Alt+F5
Show/Hide Y Axis	Alt+Y	Layout	
Show/Hide 2Y Axis	Alt+2	Horizontal	Alt+Up
Show/Hide Bar Totals	Alt+T	Vertical	Alt+Right
Show/Hide Margins	Alt+M	Y Axis Side Swap	Ctrl+Alt+Y
Reset Margins	Alt+F9,M	Reverse X Axis	Ctrl+Alt+X
Show/Hide Legend	Ctrl+L	Toggle H/V	Alt+Shift+Up
Labels Display Modes		Sort Series	
Show All	Shift+Alt+A	First on Bottom	F3,Down
Hide All	Shift+Alt+H	First on Top	F3, Up
Show First Bar Only	Shift+Alt+F	Reverse for Negative	F3,Minus
Show Last Bar Only	Shift+Alt+L	Biggest on Top	F3,A
Show as Outlier	Shift+Alt+O	Biggest on Bottom	F3,Z
Show Line Segment Values	Shift+Alt+S	Sort Bars	
Show Net Line Values	Shift+Alt+N	First on Left	F3,Left
		First on Right	F3,Right
Show Series Name	Alt+N	Highest on Left	F3,Shift+[
Show Values	Alt+V	Highest on Right	F3,Shift+]
Show Values and Names	Alt+H	Widest on Left	F3,[
Number Only	Alt+Shift+#	Widest on Right	F3,]
Percent Only	Alt+Shift+%	Link To Excel	
Number and Percent	Alt+Shift+\$	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

Selected Objects Shortcuts

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