

MS Excel Shortcuts

Description	Shortcuts	Description	Shortcuts
1. To create a new workbook	Ctrl + N	26. To add a comment to a cell	Shift + F2
2. To open an existing workbook	Ctrl + O	27. To delete a cell comment	Shift + F10 + D
3. To save a workbook/ spreadsheet	Ctrl + S	28. To display find and replace	Ctrl + H
4. To close the current workbook	Ctrl + W	29. To activate the filter	Ctrl + Shift + L Alt + Down Arrow
5. To close Excel	Ctrl + F4	30. To insert the current date	Ctrl + ;
6. To move to the next sheet	Ctrl + PageDown	31. To insert current time	Ctrl + Shift + :
7. To move to the previous sheet	Ctrl + PageUp	32. To insert a hyperlink	Ctrl + k
8. To go to the Data tab	Alt + A	33. To apply the currency format	Ctrl + Shift + \$
9. To go to the View tab	Alt + W	34. To apply the percent format	Ctrl + Shift + %
10. To go the Formula tab	Alt + M	35. To go to the “Tell me what you want to do” box	Alt + Q
11. To edit a cell	F2	36. To select the entire row	Shift + Space
12. To copy and paste cells	Ctrl + C, Ctrl + V	37. To select the entire column	Ctrl + Space
13. To italicize and make the font bold	Ctrl + I, Ctrl + B	38. To delete a column	Alt+H+D+C
14. To center align cell contents	Alt + H + A + C	39. To delete a row	Shift + Space, Ctrl + -
15. To fill color	Alt + H + H	40. To hide selected row	Ctrl + 9
16. To add a border	Alt + H + B	41. To unhide selected row	Ctrl + Shift + 9
17. To remove outline border	Ctrl + Shift + _	42. To hide a selected column	Ctrl + 0
18. To add an outline to the select cells	Ctrl + Shift + &	43. To unhide a selected column	Ctrl + Shift + 0
19. To move to the next cell	Tab	44. To group rows or columns	Alt + Shift + Right arrow
20. To move to the previous cell	Shift + Tab	45. To ungroup rows or columns	Alt + Shift + Left arrow
21. To select all the cells on the right	Ctrl + Shift + Right arrow	46. To group pivot table items	Alt + Shift + Right arrow
22. To select all the cells on the left	Ctrl + Shift + Left Arrow	47. To ungroup pivot table items	Alt + Shift + Left arrow
23. To select the column from the selected cell to the end of the table	Ctrl + Shift + Down Arrow	48. To hide pivot table items	Ctrl + -
24. To select all the cells above the selected cell	Ctrl + Shift + Up Arrow	49. To create a pivot chart on the same sheet	Alt + F1
25. To select all the cells below the selected cell	Ctrl + Shift + Down Arrow	50. To create a pivot chart on a new worksheet	F11