

## MS EXCEL IMPORTANT SHORTCUT KEYS

<b>Description</b>	<b>Excel Shortcuts</b>
1. To create a new workbook	Ctrl + N
2. To open an existing workbook	Ctrl + O
3. To save a workbook/ <a href="#">spreadsheet</a>	Ctrl + S
4. To close the current workbook	Ctrl + W
5. To close Excel	Ctrl + F4
6. To move to the next sheet	Ctrl + PageDown
7. To move to the previous sheet	Ctrl + PageUp
8. To go to the Data tab	Alt + A
9. To go to the View tab	Alt + W
10. To go the Formula tab	Alt + M
11. To edit a cell	F2
12. To copy and paste cells	Ctrl + C, Ctrl + V
13. To italicize and make the font bold	Ctrl + I, Ctrl + B
14. To center align cell contents	Alt + H + A + C
15. To fill color	Alt + H + H
16. To add a border	Alt + H + B
17. To remove outline border	Ctrl + Shift + _
18. To add an outline to the select cells	Ctrl + Shift + &

19. To move to the next cell	Tab
20. To move to the previous cell	Shift + Tab
21. To select all the cells on the right	Ctrl + Shift + Right arrow
22. To select all the cells on the left	Ctrl + Shift + Left Arrow
23. To select the column from the selected cell to the end of the table	Ctrl + Shift + Down Arrow
24. To select all the cells above the selected cell	Ctrl + Shift + Up Arrow
25. To select all the cells below the selected cell	Ctrl + Shift + Down Arrow
26. To add a comment to a cell	Shift + F2
27. To delete a cell comment	Shift + F10 + D
28. To display find and replace	Ctrl + H
29. To activate the filter	Ctrl + Shift + L Alt + Down Arrow
30. To insert the current date	Ctrl + ;
31. To insert current time	Ctrl + Shift + :
32. To insert a hyperlink	Ctrl + k
33. To apply the currency format	Ctrl + Shift + \$
34. To apply the percent format	Ctrl + Shift + %
36. To select the entire row	Shift + Space
37. To select the entire column	Ctrl + Space
38. To delete a column	Alt+H+D+C

39. To delete a row	Shift + Space, Ctrl + -
40. To hide selected row	Ctrl + 9
41. To unhide selected row	Ctrl + Shift + 9
42. To hide a selected column	Ctrl + 0
43. To unhide a selected column	Ctrl + Shift + 0
44. To group rows or columns	Alt + Shift + Right arrow
45. To ungroup rows or columns	Alt + Shift + Left arrow