



Most Commonly Used Excel Shortcuts

Add New Column	Ctrl & space followed by ctrl & +
Add comment	Shift & F2
Add new sheet	Shift F11
Add rows	Shift & space followed by ctrl & +
Align bottom	Alt H A B
Align center	Alt H A C
Align left	Alt H A L
Align right	Alt H A R
Align top	Alt H A T
Beauty save	Ctrl Home
Borders	Alt H B followed by letter O/A/L/R
Change column width	Alt H O W
Change font colour	Alt H F C
Change font size	Alt H E S
Change row height	Alt H O H
Custom sort / filter	Alt A S S
Data table	Alt A W T



Most Commonly Used Excel Shortcuts

Data validation	Alt A V V
Delete a sheet	Alt E L
Delete comment	Alt R D
Edit formula	F2
Expand columns	Alt H O I
Find function	Ctrl & F
Get rid of grid lines	Alt W V G
Go back to previous cell	F5 Enter
Go to a specific cell	F5 followed by [sheet name]! and cell
Group columns	Ctrl & space followed by Alt & Shift & right arrow key
Group rows	Shift & space followed by Alt & Shift & right arrow key
Move between tabs	Crtl & page up / down
Rename a sheet	Alt H O R



Most Commonly Used Excel Shortcuts

Save

Ctrl & S

Set excel to manual

Alt F T F followed by Alt & M

Set Filters

Alt A T

Sheet calculate

Shift & F9

Toggle between excels

Ctrl & Tab

Toggle colours

Ctrl & :

Ungroup columns

Ctrl & space followed by

Alt & Shift & left arrow key

Ungroup rows

Shift & space followed by

Alt & Shift & Left arrow key

Workbook calculate

F9

Wrap text

Alt H W