

# Shortcuts in EXCEL



ATUL KUMAR (LINKEDIN).  
NOTES GALLERY (TELEGRAM).

1. **CTRL + N** : To Create a new workbook.
2. **CTRL + O** : To Open a saved workbook.
3. **CTRL + S** : To save a workbook.
4. **CTRL + A** : To select all the contents in a workbook.
5. **CTRL + B** : To turn highlighted cell **BOLD**.
6. **CTRL + C** : To copy cells that are highlighted.
7. **CTRL + D** : To Fill the selected cell with the content of the cell right above.
8. **CTRL + F** : To search for anything in a workbook.
9. **CTRL + G** : To jump to a certain area with a single command.
10. **CTRL + H** : To find and replace cell content.
11. **CTRL + I** : To italicise cell contents.





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12. **CTRL + K**: To insert a hyperlink in a cell.
13. **CTRL + L**: To open the create table dialog box.
14. **CTRL + P**: To print a workbook.
15. **CTRL + R**: To fill the selected cell with the content of the cell on the left.
16. **CTRL + U**: To underline highlighted cells.
17. **CTRL + V**: To paste anything that was copied.
18. **CTRL + W**: To close your current workbook.
19. **CTRL + Z**: To undo the last action.
20. **CTRL + 1**: To format the cell content.
21. **CTRL + 5**: To put a strikethrough in a cell.
22. **CTRL + 8**: To show the outline symbols.
23. **CTRL + 9**: To hide a row.
24. **CTRL + 0**: To hide a column.
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25. **CTRL + Shift + :** : To enter the current time in a cell.
26. **CTRL + ;** : To enter the current date in cell.
27. **CTRL + `** : To change the view from displaying cell values to formulas.
28. **CTRL + '** : To copy the formula from the cell above.
29. **CTRL + -** : To delete columns or rows.
30. **CTRL + Shift + =** : To insert columns and rows.
31. **CTRL + Shift + ~** : To switch between displaying Excel formulas or their values in cell.
32. **CTRL + Shift + @** : To apply time formatting.
33. **CTRL + Shift + !** : To apply comma formatting.
34. **CTRL + Shift + \$** : To apply currency formatting.
35. **CTRL + Shift + #** : To apply date formatting.
36. **CTRL + Shift + %** : To apply percentage formatting.

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37. **CTRL + Shift + &** : To place borders around the selected cells.
38. **CTRL + Shift + \_** : To remove a border.
39. **CTRL + -** : To delete a selected row or column.
40. **CTRL + Spacebar** : To select an entire column.
41. **CTRL + Shift + Spacebar** : To select an entire workbook.
42. **CTRL + Home** : To redirect to cell A1.
43. **CTRL + Shift + TAB** : To switch to the previous workbook.
44. **CTRL + Shift + F** : To open the fonts menu under format cells.
45. **CTRL + Shift + O** : To select the cells containing comments.