

Excel Shortcuts by ankit kumar

F1

help

*Alt + =

Auto sum function

Ctrl + F1

Hide / show ribbon

Ctrl + F9

Minimise workbook

Ctrl + shift + enter

Create array

Alt + H + FP

Format painter

Alt + I + C

Insert column

Alt + I + R

Insert row

Ctrl + -

Delete row / column

Ctrl + +

Insert row / columns

Alt + H + E + F

Clear format

Alt + H + o + i

Auto column width

Ctrl + `

Show / hide formulas

Alt + A + Q

Advance filter

*Alt + H + m + c

Merger and center

Alt + F8

Macro dialog box for vba

Alt + F

File menu

Shift + F2

Kisi cell k liye comment likhna

Alt + Enter

Ek hi cell me next line se likh sakte h

Ctrl + G or F5

Goto

Alt + H + B + A

All border

Ctrl + Shift + 9

Unhide row

Ctrl + shift + \$

Currency format

Ctrl + shift + %

Apply percent age to cell

Ctrl + shift + #

To apply date format

Ctrl + shift + @

To apply time format

Ctrl + shift + ~

To apply general format

Ctrl + '

Copy from above cell

Ctrl + F10

Excel screen minimise / maimise

Alt + space + r

Excel screen minimise

Alt + space + x

Excel screen maximise

Ctrl + F9

Minimise excel app

*Ctrl + F11

Insert sheet (macro)

Ctrl + D

Fill down

Ctrl + F3

Name manager

Ctrl + shift + F1

Hide tab and ribbon

Ctrl + r

Fill right

Ctrl + F12

Open dialog box

Ctrl + shift + F3

Create name range

Alt + h + w

Wrap text

Alt + v + u

Full screen

Ctrl + shift + :

Current time

Ctrl + T/L

Create table

Alt + H + O + R

Change sheet name

Ctrl + ;

Current date

Ctrl + H

Replace

Ctrl + k

Hyperlink text

Alt + N + v

Pivot table

Ctrl + shift + {
Show formula network of end

Ctrl + shift + [
Show formula network of start

=VLOOKUP(ab ctrl + shift + A
Show argument of vlookup formulae

Alt + A + T
Apply or remove filter

Ctrl + shift + PgUp / PgDn
Select multiple sheets

Ctrl + shift + 1
To apply number format

Ctrl + 1
Format cell

Ctrl + 5
Strike through
Word k beech me line daaldega

Ctrl + 9
Hide row

Ctrl + 0
Hide column

Ctrl + Shift + &
Outline border

Ctrl + Shift + _
Remove outline border

Alt + H + H
To assign color to cell

Esc
To abort task in cell or cancel progress in a cell

Enter
Done progress in a cell

Ctrl + alt + V
Paste special

F2
Cell ka formula edit karta h

F3
Past name
Formulae k saath use =SUM(then press F3)

Ctrl + shift + u
To expand formula bar

Alt + F11
vba

*Ctrl + ->
Last cell of column

Ctrl + <-
Last cell of row

Shift + F3
Insert function

Alt + H
Home tab

ctrl + tab
Switch to anoter workbook

*F9
Calculate

F7
Correct spell

Alt + F1
Use sheet me view chart banega

F11
View chart by selecting data

F12
Save as

Ctrl + O
open

Alt + V + Z
Zoom in / out

Alt or F10
Show shortcut key of excel tabs

Ctrl + N
New workbook

Shift + F11
New sheet

F4
Repeat last action
last action formatting k liye cursor ko new cell par lejayee phir f4 dabaye

Ctrl + W or ctrl F4 or Alt + Space + c
Close workbook

F8
Remove selection

ctrl+Home
Select A1

Ctrl+End
Select last cell

ctrl+E
Flash fill
autofill column

ctrl+PgUp or ctrl+PgDn
Move sheet 1 to another

Shift+Space
Select entire row

ctrl+Space
Select entire column

ctrl+Shift+Space
Select all

Home
Select Left most cell

Alt + PgUp or Alt + PgDn
Scroll up down

*Ctrl + PgUp or Ctrl + PgDn
Scroll Left right