Excel Shotcuts by ankit kumar

\*Ctrl + E

Flash fill

Paste special sirf values paste karta h

Alt + H + V + V

Column ya row ki position change karna

Ctrl + shift cell ko move karna trough dragging

\*Blanks row ko delete karne k liye

Ctrl + G -> special -> blanks -> ctrl + - -> entire row

=RANDBETWEEN(1,100)

1 SE 100 ME SE KOI BHI RANDOM NO. DEGA

Absolute reference ya fix reference

=SUM(A3:C3)+$F$3

Cell range ko fix karna

\*work book par password lagana

Ctrl + s -> tools -> general options

\*sheet par password lagana

Sheet par right click -> protect sheet

Ctrl + +

Add new column or row

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 coumn width

Ctrl + `

Show / hide formulas

Alt + A + Q

Advance fiter

\*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 appy 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 dialoge box

Ctrl + shift + F3

Create name range

Alt + h + w

Wrap text

Alt + v + u

Full screen

Ctrl + shift + :

Current tiime

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 shotcut 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 lejaye 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