50 Excel Shortcut Keys

Shortcut	Action	Shortcut	Action
Ctrl + B	Bold text	Alt + H, B, B	Add bottom double border
Ctrl + I	Italicize text	Alt + H, B, L	Add left border
Ctrl + U	Underline text	Alt + H, B, R	Add right border
Ctrl + Shift + #	Apply the Date format	Alt + H, B, S	Add outside borders
Ctrl + Shift + @	Apply the Time format	Alt + H, B, M	Open more borders option
Ctrl + Shift + U	Expand or collapse the formula bar	Alt + A	Go to the Data tab
Ctrl + Shift + $	Apply the Currency format	Alt + F	Open the File tab menu
Ctrl + Shift + %	Apply the Percentage format	Alt + H	Go to the Home tab
Alt + H, B, C	Change cell color	Ctrl + Shift + ~	Apply the General number format
Ctrl + Shift + !	Apply the Comma format	Ctrl + Tab	Switch between open workbooks
Ctrl + Shift + &	Apply the Outline border	Alt + M	Go to the Formulas tab
Ctrl + Shift + _	Remove the outline border	Alt + N	Open the Insert tab
Ctrl + Shift + +	Insert a new row or column	Alt + P	Go to the Page Layout tab
Ctrl + -	Delete a row or column	Alt + Q	Go to the Search Bar
Ctrl + Shift + F	Open the Font dialog box	Alt + R	Go to the Review tab
Alt + H, M, C	Merge & Center Cells	Alt + W	Go to the View tab
Alt + H, O, R	Rename Sheet	Alt + X	Go to the Add-ins tab
Alt + H, O, W	Column width	Alt + Y	Go to the Help tab
Alt + H, O, H	Column Height	F1	Open the Help pane
Alt + H, E, A	Clear all	Shift + F9	Calculate active worksheets
Alt + H, B, A	Add all borders	Shift + F3	Insert a function
Ctrl + Shift + ^	Apply the Scientific number format	Alt + F1	Create an embedded bar chart based on selected data
Alt + H, B, N	Remove Border	Alt + F8	Create, run, edit, or delete a macro
Alt + H, B, P	Add top border	Alt + F11	Open the Microsoft VBA Editor
Alt + H, B, T	Thick outside border	Ctrl + F1	Show or hide the ribbon

50 MS Excel Shortcuts – Part 2

Shortcut	Action	Shortcut	Action
Ctrl+F2	Switch to Print Preview	Ctrl+Z	Undo an action
Ctrl+F9	Minimize the workbook window	Shift+F2	Add or edit a cell comment
F4	Repeat the last action.	Ctrl+X	Cut
F7	Check the spelling	Ctrl+Alt+V	Open the Paste Special dialog box
F11	Create a bar chart based on selected data	Ctrl+8	Toggle the display of the outline symbols
F12	Open the Save As dialog box	Alt+H+D+C	Delete column
Ctrl+F	Search in a spreadsheet, or use Find and Replace	Ctrl+6	Toggle between hiding or displaying the objects in the worksheet
Ctrl+N	Create a new workbook	Ctrl+1	Open the Format Cells dialog box
Ctrl+O	Open a workbook saved on your computer or an online source	Esc	Cancel an entry in a cell or the formula bar
Ctrl+S	Save the currently open workbook	Ctrl+3	Italic
Ctrl+W	Close the workbook	Ctrl+4	Underline
Ctrl+Y	Redo an action	Ctrl+0	Hide the selected columns
Enter	Complete an entry	Ctrl+5	Apply Strikethrough
Delete	Remove the contents	Ctrl+7	Show or hide the Standard toolbar
Tab	Go to the next cell	Alt+Enter	Insert a new line in a cell
Shift+Tab	Go to the previous cell	Ctrl+9	Hide the selected rows
Ctrl+T	Create a table	Ctrl+D	Fill down selected cells
F5	Go to box	Ctrl+R	Fill right selected cells
Home	Go to the leftmost cell in the current row	Ctrl+Home	Move to the beginning of a worksheet
Alt+H+T	Format as table	Alt+H+L	Open Conditional Formatting
Shift+Space	Select the entire row	Alt+=	AutoSum selected cells
Ctrl+Space	Select the entire column	Ctrl+K	Insert hyperlink
Ctrl+End	Go to the most bottom right used cell	Ctrl+Shift+Space	Select the entire worksheet
F2	Edit a cell	Ctrl+Shift+L	Toggle filter
Ctrl+2	Bold	Alt+H+W	Wrap Text

Excel Shortcut Keys Chart

Formulas and Auditing	Functions
Equal"=" Sign	To Start Formula
SHIFT + F3	Display "Insert Function" box
ALT + "="	Insert AutoSum formula
CTRL + ' (apostrophe)	Copy formula from above cell
SHIFT + CTRL + " (quote)	Copy value from above cell
CTRL + ~	Show formulas/values
F9	Recalculate all workbooks
Auditing formulas...	
ALT + M + P	Trace immediate precedents
ALT + M + D	Trace immediate dependents
ALT + M + A + A	Remove tracing arrows
ALT + M + V	Evaluate formula
ALT + R + G	Track changes
ALT + W + G	Zoom to selection
CTRL + [Go to	precedent cells
CTRL +] Go to	dependent cells
SHIFT + CTRL + {	Trace all precedents (indirect)
SHIFT + CTRL + }	Trace all dependents (indirect)
F5 + Enter	Go back to original cell

Function Key Shortcuts	Functions
F1	Excel Help Menu
F2	Edit cells
F3	Paste Name
F4	Repeat or anchor cells
F5	"Go to"
F6	Zoom, task, sheet, split
F7	Spell check
F8	Anchor to highlight
F9	Recalculate workbooks
F10	Activate menu bar
F11	New chart
F12	Save as
SHIFT + F2	Insert a comment
SHIFT + F3	"Insert Function" Box
SHIFT + F4	Find Next
SHIFT + F5	Find
SHIFT + F6	Zoom, task, sheet
SHIFT + F8	Add to selection
SHIFT + F9	Calculate active sheet
SHIFT + F10	Display shortcut menu
SHIFT + F11	New worksheet
CTRL + F1	Min / Restore Ribbon
CTRL + F3	Name a cell
CTRL + F4	Close window
CTRL + F9	Minimize workbook
CTRL + F10	Maximize window
CTRL + F12	Open File
Windows Flag + D	Minimize program
Windows Flag +E	Windows explorer