

# MS Excel Shortcut Keys

## MS Excel Shortcut Keys (With Examples)

### 1. File & Workbook Shortcuts

Shortcut Key	Work	Example
Ctrl + N	New workbook	Create a new Excel file
Ctrl + O	Open workbook	Open an existing Excel file
Ctrl + S	Save workbook	Save current file
Ctrl + P	Print	Print the worksheet
Ctrl + W	Close workbook	Close the current file
Alt + F4	Exit Excel	Close Excel application

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### 2. Editing Shortcuts

Shortcut Key	Work	Example
Ctrl + C	Copy	Copy selected cells
Ctrl + V	Paste	Paste copied data
Ctrl + X	Cut	Cut selected data
Ctrl + Z	Undo	Undo last action
Ctrl + Y	Redo	Redo undone action
Ctrl + A	Select All	Select whole worksheet

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### 3. Formatting Shortcuts

Shortcut Key	Work	Example
Ctrl + B	Bold	Make text bold
Ctrl + I	Italic	Make text italic
Ctrl + U	Underline	Underline text
Ctrl + 1	Format Cells	Open format dialog box

Shortcut Key	Work	Example
Ctrl + 5	Strikethrough	Strike text
Alt + H + A + C	Center alignment	Center text in cell

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#### 4. Cell & Row / Column Shortcuts

Shortcut Key	Work	Example
Ctrl + Space	Select column	Select entire column
Shift + Space	Select row	Select entire row
Ctrl + +	Insert cell/row	Insert new row
Ctrl + -	Delete cell/row	Delete selected row
Alt + E + S	Paste Special	Paste values only

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#### 5. Merge & Alignment Shortcuts

Shortcut Key	Work	Example
Alt + H + M + M	Merge & Center	Merge cells and center text
Alt + H + M + U	Unmerge cells	Split merged cells
Alt + H + A + L	Align left	Align text left
Alt + H + A + R	Align right	Align text right
Alt + H + A + C	Center align	Center text

##### Example:

Select cells **A1 to C1**, press **Alt + H + M + M** → cells merge and text centers.

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#### 6. Formula & Calculation Shortcuts

Shortcut Key	Work	Example
=	Start formula	=A1+A2
Alt + =	AutoSum	Adds numbers automatically

Shortcut Key	Work	Example
<b>F2</b>	Edit cell	Edit formula in cell
<b>Ctrl + `</b>	Show formulas	Display all formulas
<b>Shift + F3</b>	Insert function	Open function dialog

**Example:**

Type numbers in **A1:A5**, press **Alt + =** → Excel gives total.

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## 7. Navigation Shortcuts

Shortcut Key	Work	Example
<b>Arrow keys</b>	Move cell	Move one cell
<b>Ctrl + Arrow</b>	Jump to data	Jump to last filled cell
<b>Ctrl + Home</b>	Go to A1	Top of worksheet
<b>Ctrl + End</b>	Last used cell	Bottom data cell
<b>Page Up / Down</b>	Scroll page	Move worksheet page

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## 8. Sheet Shortcuts

Shortcut Key	Work	Example
<b>Shift + F11</b>	New sheet	Insert new worksheet
<b>Ctrl + Page Up</b>	Previous sheet	Move left sheet
<b>Ctrl + Page Down</b>	Next sheet	Move right sheet
<b>Alt + H + O + R</b>	Rename sheet	Rename worksheet

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## 9. Data & Table Shortcuts

Shortcut Key	Work	Example
<b>Ctrl + T</b>	Create table	Convert data into table
<b>Alt + A + S + S</b>	Sort	Sort data

Shortcut Key	Work	Example
<b>Alt + A + F + F</b>	Filter	Apply filter
<b>Ctrl + Shift + L</b>	Toggle filter	Show/Hide filter

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## 10. Find & Replace Shortcuts

Shortcut Key	Work	Example
<b>Ctrl + F</b>	Find	Search text
<b>Ctrl + H</b>	Replace	Replace text
<b>Ctrl + G</b>	Go To	Jump to specific cell

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### Summary

- **Add (Sum):** Alt + =
- **Merge:** Alt + H + M + M
- **Copy–Paste:** Ctrl + C / Ctrl + V
- **Bold:** Ctrl + B
- **New Sheet:** Shift + F11