

# **MS Excel Shortcut Keys**

## **MS Excel Shortcut Keys (With Examples)**

### **1. File & Workbook Shortcuts**

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

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### **2. Editing Shortcuts**

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

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### **3. Formatting Shortcuts**

| <b>Shortcut Key</b> | <b>Work</b>  | <b>Example</b>         |
|---------------------|--------------|------------------------|
| <b>Ctrl + B</b>     | Bold         | Make text bold         |
| <b>Ctrl + I</b>     | Italic       | Make text italic       |
| <b>Ctrl + U</b>     | Underline    | Underline text         |
| <b>Ctrl + 1</b>     | Format Cells | Open format dialog box |

| <b>Shortcut Key</b>    | <b>Work</b>      | <b>Example</b>      |
|------------------------|------------------|---------------------|
| <b>Ctrl + 5</b>        | Strikethrough    | Strike text         |
| <b>Alt + H + A + C</b> | Center alignment | Center text in cell |

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

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

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#### **5. Merge & Alignment Shortcuts**

| <b>Shortcut Key</b>    | <b>Work</b>    | <b>Example</b>              |
|------------------------|----------------|-----------------------------|
| <b>Alt + H + M + M</b> | Merge & Center | Merge cells and center text |
| <b>Alt + H + M + U</b> | Unmerge cells  | Split merged cells          |
| <b>Alt + H + A + L</b> | Align left     | Align text left             |
| <b>Alt + H + A + R</b> | Align right    | Align text right            |
| <b>Alt + H + A + C</b> | 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**

| <b>Shortcut Key</b> | <b>Work</b>   | <b>Example</b>             |
|---------------------|---------------|----------------------------|
| =                   | Start formula | =A1+A2                     |
| <b>Alt + =</b>      | AutoSum       | Adds numbers automatically |

| <b>Shortcut Key</b> | <b>Work</b>     | <b>Example</b>       |
|---------------------|-----------------|----------------------|
| <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**

| <b>Shortcut Key</b>   | <b>Work</b>    | <b>Example</b>           |
|-----------------------|----------------|--------------------------|
| <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**

| <b>Shortcut Key</b>     | <b>Work</b>    | <b>Example</b>       |
|-------------------------|----------------|----------------------|
| <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**

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

| Shortcut Key     | Work          | Example          |
|------------------|---------------|------------------|
| Alt + A + F + F  | Filter        | Apply filter     |
| Ctrl + Shift + L | Toggle filter | Show/Hide filter |

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## 10. Find & Replace Shortcuts

| Shortcut Key | Work    | Example               |
|--------------|---------|-----------------------|
| Ctrl + F     | Find    | Search text           |
| Ctrl + H     | Replace | Replace text          |
| Ctrl + G     | 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