Frequently used shortcuts

This table itemizes the most frequently used shortcuts in Excel 2016 for Windows.

To do this	Press
Close a spreadsheet	Ctrl+W
Open a spreadsheet	Ctrl+O
Go to the **Home** tab	Alt+H
Save a spreadsheet	Ctrl+S
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Remove cell contents	Delete key
Choose a fill color	Alt+H, H
Cut	Ctrl+X
Go to **Insert** tab	Alt+N
Bold	Ctrl+B
Center align cell contents	Alt+H, A, then C
Go to **Page Layout** tab	Alt+P
Go to **Data** tab	Alt+A
Go to **View** tab	Alt+W
Open context menu	Shift+F10, or Context key
Add borders	Alt+H, B
Delete column	Alt+H,D, then C

To do this	Press
Go to **Formula** tab	Alt+M
Hide the selected rows	Ctrl+9
Hide the selected columns	Ctrl+0

To do this	Press
Move to the previous cell in a worksheet or the previous option in a dialog box.	Shift+Tab
Move one cell up in a worksheet.	Up Arrow key
Move one cell down in a worksheet.	Down Arrow key
Move one cell left in a worksheet.	Left Arrow key
Move one cell right in a worksheet.	Right Arrow key
Move to the edge of the current data region in a worksheet.	Ctrl+arrow key
Enter End mode, move to the next nonblank cell in the same column or row as the active cell, and turn off End mode. If the cells are blank, move to the last cell in the row or column.	End, arrow key
Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.	Ctrl+End
Extend the selection of cells to the last used cell on the worksheet (lower-right corner).	Ctrl+Shift+End
Move to the cell in the upper-left corner of the window when Scroll Lock is turned on.	Home+Scroll Lock
Move to the beginning of a worksheet.	Ctrl+Home
Move one screen down in a worksheet.	Page Down
Move to the next sheet in a workbook.	Ctrl+Page Down
Move one screen to the right in a worksheet.	Alt+Page Down
Move one screen up in a worksheet.	Page Up
Move one screen to the left in a worksheet.	Alt+Page Up
Move to the previous sheet in a workbook.	Ctrl+Page Up

To do this	Press
Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.	Tab