

# Excel Shortcut Keys List

<b>CTRL+SHIFT+* (ASTERISK)</b>	Select the current region around the active cell (the current region is an area enclosed by blank rows and blank columns)
<b>SHIFT+ arrow key</b>	Extend the selection by one cell
<b>CTRL+SHIFT+ arrow key</b>	Extend the selection to the last nonblank cell in the same column or row as the active cell
<b>SHIFT+HOME</b>	Extend the selection to the beginning of the row
<b>CTRL+SHIFT+HOME</b>	Extend the selection to the beginning of the worksheet
<b>CTRL+SHIFT+END</b>	Extend the selection to the last cell used on the worksheet (lower-right corner)
<b>CTRL+SPACEBAR</b>	Select the entire column
<b>SHIFT+SPACEBAR</b>	Select the entire row
<b>CTRL+A</b>	Select the entire worksheet
<b>SHIFT+BACKSPACE</b>	If multiple cells are selected, select only the active cell
<b>SHIFT+PAGE DOWN</b>	Extend the selection down one screen
<b>SHIFT+PAGE UP</b>	Extend the selection up one screen
<b>CTRL+SHIFT+SPACEBAR</b>	With an object selected, select all objects on a sheet
<b>END</b>	Turn End mode on or off
<b>END, SHIFT+ arrow key</b>	Extend the selection to the last nonblank cell in the same column or row as the active cell
<b>END, SHIFT+HOME</b>	Extend the selection to the last cell used on the worksheet (lower-right corner)
<b>END, SHIFT+ENTER</b>	Extend the selection to the last cell in the current row; this keystroke is unavailable if you selected the Transition navigation keys check box on the Transition tab (Tools menu, Options command)
<b>SCROLL LOCK</b>	Turn SCROLL LOCK on or off
<b>UP ARROW or DOWN ARROW</b>	Scroll the screen up or down one row
<b>LEFT ARROW or RIGHT ARROW</b>	Scroll the screen left or right one column
<b>SHIFT+HOME</b>	Extend the selection to the cell in the upper-left corner of the window

## Format data by using shortcut keys :-

<b>ALT+' (APOSTROPHE)</b>	Display the Style command (Format menu)
<b>CTRL+1</b>	Display the Cells command (Format menu)
<b>CTRL+SHIFT+~</b>	Apply the General number format
<b>CTRL+SHIFT+\$</b>	Apply the Currency format with two decimal places (negative numbers appear in parentheses)

<b>CTRL+SHIFT+%</b>	<b>Apply the Percentage format with no decimal places</b>
<b>CTRL+SHIFT+^</b>	<b>Apply the Exponential number format with two decimal places</b>
<b>CTRL+SHIFT+#</b>	<b>Apply the Date format with the day, month, and year</b>
<b>CTRL+SHIFT+@</b>	<b>Apply the Time format with the hour and minute, and indicate A.M. or P.M.</b>
<b>CTRL+SHIFT+!</b>	<b>Apply the Number format with two decimal places, 1000 separator, and – for negative values</b>
<b>CTRL+SHIFT+&amp;</b>	<b>Apply the outline border</b>
<b>CTRL+SHIFT+_</b>	<b>Remove all borders</b>
<b>CTRL+B</b>	<b>Apply or remove bold formatting</b>
<b>CTRL+I</b>	<b>Apply or remove italic formatting</b>
<b>CTRL+U</b>	<b>Apply or remove an underline</b>
<b>CTRL+5</b>	<b>Apply or remove strikethrough formatting</b>
<b>CTRL+9</b>	<b>Hide rows</b>
<b>CTRL+SHIFT+(</b>	<b>Unhide rows</b>
<b>CTRL+0 (ZERO)</b>	<b>Hide columns</b>
<b>CTRL+SHIFT+)</b>	<b>Unhide columns</b>

## Insert, delete, and copy a selection

<b>CTRL+C</b>	<b>Copy the selection</b>
<b>CTRL+V</b>	<b>Paste the selection</b>
<b>CTRL+X</b>	<b>Cut the selection</b>
<b>DELETE</b>	<b>Clear the contents of the selection</b>
<b>CTRL+SHIFT+PLUS SIGN(+)</b>	<b>Insert blank cells</b>
<b>CTRL+ –</b>	<b>Delete the selection</b>
<b>CTRL+Z</b>	<b>Undo the last action</b>
<b>CTRL+Y</b>	<b>Redo the last action</b>

## Move within a selection

<b>ENTER</b>	<b>Move from top to bottom within the selection (down), or in the direction that is selected on the Edit tab (Tools menu, Options command)</b>
<b>SHIFT+ENTER</b>	<b>Move from bottom to top within the selection (up), or opposite to the direction that is selected on the Edit tab (Tools menu, Options command)</b>
<b>TAB</b>	<b>Move from left to right within the selection, or move down one cell if only one column is selected</b>
<b>SHIFT+TAB</b>	<b>Move from right to left within the selection, or move up one cell if only one column is selected</b>

## Work in cells or the formula bar by using shortcut keys :-

<b>= (EQUAL SIGN)</b>	<b>Start a formula</b>
<b>ESC</b>	<b>Cancel an entry in the cell or formula bar</b>
<b>F2</b>	<b>Edit the active cell</b>
<b>BACKSPACE</b>	<b>Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents</b>
<b>CTRL+F3</b>	<b>Define a name</b>
<b>F3</b>	<b>Paste a name into a formula</b>
<b>ALT + = (EQUAL SIGN)</b>	<b>Insert the AutoSum formula</b>
<b>CTRL + ; (SEMICOLON)</b>	<b>Enter the date</b>
<b>CTRL + SHIFT + : (COLON)</b>	<b>Enter the time</b>
<b>CTRL+K</b>	<b>Insert a hyperlink</b>
<b>CTRL+SHIFT+” (QUOTATION MARK)</b>	<b>Copy the value from the cell above the active cell into the cell or the formula bar</b>
<b>CTRL+` (SINGLE LEFT QUOTATION MARK)</b>	<b>Alternate between displaying cell values and displaying cell formulas</b>
<b>CTRL+’ (APOSTROPHE)</b>	<b>Copy a formula from the cell above the active cell into the cell or the formula bar</b>
<b>CTRL+SHIFT+ENTER</b>	<b>Enter a formula as an array formula</b>
<b>CTRL+A</b>	<b>Display the Formula Palette after you type a valid function name in a formula</b>
<b>CTRL+SHIFT+A</b>	<b>Insert the argument names and parentheses for a function, after you type a valid function name in a formula</b>
<b>ALT+DOWN ARROW</b>	<b>Display the AutoComplete list</b>

## Enter data by using shortcut keys :-

<b>ALT+ENTER</b>	<b>Start a new line in the same cell</b>
<b>BACKSPACE</b>	<b>Delete the character to the left of the insertion point, or delete the selection</b>
<b>DELETE</b>	<b>Delete the character to the right of the insertion point, or delete the selection</b>
<b>CTRL+DELETE</b>	<b>Delete text to the end of the line</b>
<b>Arrow keys</b>	<b>Move one character up, down, left, right</b>
<b>HOME</b>	<b>Move to the beginning of the line</b>
<b>SHIFT+F2</b>	<b>Edit a cell comment</b>
<b>CTRL+SHIFT+F3</b>	<b>Create names from row and column labels</b>
<b>CTRL+D</b>	<b>Fill down</b>
<b>CTRL+R</b>	<b>Fill to the right</b>
<b>CTRL+ENTER</b>	<b>Fill the selected cell range with the current entry</b>

<b>ENTER</b>	Complete a cell entry and move down in the selection
<b>SHIFT+ENTER</b>	Complete a cell entry and move up in the selection
<b>TAB</b>	Complete a cell entry and move to the right in the selection
<b>SHIFT+TAB</b>	Complete a cell entry and move to the left in the selection
<b>Move and scroll on a worksheet or workbook</b>	
<b>Arrow key</b>	Move one cell in a given direction
<b>CTRL+ arrow key</b>	Move to the edge of the current data region
<b>CTRL+HOME</b>	Move to the beginning of the worksheet
<b>CTRL+END</b>	Move to the last cell on the worksheet, which is the cell at the intersection of the right-most used column and the bottom-most used row (in the lower-right corner); cell opposite the Home cell, which is typically A1
<b>PAGE DOWN</b>	Move down one screen
<b>PAGE UP</b>	Move up one screen
<b>ALT+PAGE DOWN</b>	Move one screen to the right
<b>ALT+PAGE UP</b>	Move one screen to the left
<b>CTRL+PAGE DOWN</b>	Move to the next sheet in the workbook
<b>CTRL+PAGE UP</b>	Move to the previous sheet in the workbook
<b>CTRL+BACKSPACE</b>	Scroll to display the active cell
<b>In End mode :-</b>	
<b>END</b>	Turn End mode on or off
<b>END, arrow key</b>	Move by one block of data within a row or column
<b>END, HOME</b>	Move to the last cell on the worksheet, which is the cell at the intersection of the right-most used column and the bottom-most used row (in the lower-right corner); cell opposite the Home cell, which is typically A1
<b>END, ENTER</b>	Move to the last cell to the right in the current row that is not blank; unavailable if you have selected the Transition navigation keys check box on the Transition tab (Tools menu, Options command)
<b>With SCROLL LOCK turned on :-</b>	
<b>SCROLL LOCK</b>	Turn SCROLL LOCK on or off
<b>HOME</b>	Move to the cell in the upper-left corner of the window

<b>END</b>	Move to the cell in the lower-right corner of the window
<b>UP ARROW or DOWN ARROW</b>	Scroll one row up or down
<b>LEFT ARROW or RIGHT ARROW</b>	Scroll one column left or right

## Work with databases, lists, and PivotTables

<b>ALT+ key, where key is the underlined letter in the field or command name</b>	Select a field or a command button
<b>DOWN ARROW</b>	Move to the same field in the next record
<b>UP ARROW</b>	Move to the same field in the previous record
<b>TAB</b>	Move to the next field you can edit in the record
<b>SHIFT+TAB</b>	Move to the previous field you can edit in the record
<b>ENTER</b>	Move to the first field in the next record
<b>SHIFT+ENTER</b>	Move to the first field in the previous record
<b>PAGE DOWN</b>	Move to the same field 10 records forward
<b>PAGE UP</b>	Move to the same field 10 records back
<b>CTRL+PAGE DOWN</b>	Move to the new record
<b>CTRL+PAGE UP</b>	Move to the first record
<b>HOME or END</b>	Move to the beginning or end of a field
<b>LEFT ARROW or RIGHT ARROW</b>	Move one character left or right within a field
<b>SHIFT+HOME</b>	Extend a selection to the beginning of a field
<b>SHIFT+END</b>	Extend a selection to the end of a field
<b>SHIFT+LEFT ARROW</b>	Select the character to the left
<b>SHIFT+RIGHT ARROW</b>	Select the character to the right

## Work with the AutoFilter feature

<b>Select the cell that contains the column label, and then press ALT+DOWN ARROW</b>	Display the AutoFilter list for the current column
<b>ALT+UP ARROW</b>	Close the AutoFilter list for the current column
<b>DOWN ARROW</b>	Select the next item in the AutoFilter list
<b>UP ARROW</b>	Select the previous item in the AutoFilter list
<b>HOME</b>	Select the first item (All) in the AutoFilter list
<b>END</b>	Select the last item in the AutoFilter list
<b>ENTER</b>	Select the next item in the AutoFilter list

## Alt Shortcut Keys

<b>Alt,A</b>	To go to the Data tab on the Ribbon
<b>Alt,A,G,G</b>	Group cells
<b>Alt,A,U,U</b>	Ungroup cells
<b>Alt,A,W</b>	What if Analysis
<b>Alt,A,W,G</b>	Goal Seek

<b>Alt,A,V,V</b>	<b>Data Validation</b>
<b>Alt,A,M</b>	<b>Remove duplicates</b>
<b>Alt,E,S</b>	<b>Paste Special</b>
<b>Alt,E,S,F</b>	<b>Paste Special Formulas</b>
<b>Alt,E,S,V</b>	<b>Paste Special Values</b>
<b>Alt,H,</b>	<b>To access the Home tab on the Ribbon</b>
<b>Alt,H,v,v</b>	<b>Paste Values only</b>
<b>Alt,H,A,M</b>	<b>Text middle align</b>
<b>Alt,H,A,C</b>	<b>Text Center align</b>
<b>Alt,H,M,C</b>	<b>Text merge &amp; center align</b>
<b>Alt,H,B,A</b>	<b>All Border Selected Cells</b>
<b>Alt,H,W</b>	<b>Wrap text</b>
<b>Alt,H,F,O</b>	<b>Open Clipboard</b>
<b>Alt,H,F,S</b>	<b>To Increase Font Size</b>
<b>Alt,H,I,I</b>	<b>Insert Cells</b>
<b>Alt,H,I,C</b>	<b>Insert Columns</b>
<b>Alt,H,I,R</b>	<b>Insert Rows</b>
<b>Name:-</b>	<b>Khandla Bhavdip M.</b>
<b>Name:-</b>	<b>E_Bot_Raja</b>
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