



# Most Frequently Used Excel Shortcuts

PC Edition

According to Microsoft (and they would know), the most frequently used shortcuts in Excel are all around basic navigation and essential usage. Favorites, like Ctrl+C, Ctrl+V (copy and paste) are present as well as Ctrl+S to save.

However, did you know that Alt+H,B adds borders? There's often a quicker way to do something in Excel, master this one page of shortcuts and watch your productivity soar.

Close a workbook



Open a workbook



Go to the Home tab



Save a workbook



Copy



Paste



Undo



Cut



Remove cell contents



Choose a fill color



Go to Insert tab



Bold



Center align cell contents



Go to Page Layout tab



Go to Data tab



Go to View tab



Open context menu



Add borders



Delete column



Go to Formula tab



Hide the selected rows



Hide the selected columns



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The full Microsoft list can be found here:

<https://support.office.com/en-us/article/Keyboard-shortcuts-in-Excel-1798d9d5-842a-42b8-9c99-9b7213f0040f#PickTab=Windows>.