Excel Shortcuts

Description	Excel Shortcuts
To create a new workbook	Ctrl + N
To open an existing workbook	Ctrl + O
To save a workbook/spreadsheet	Ctrl + S
To close Excel	Ctrl + F4
To move to the next sheet	Ctrl + PageDown
To move to the previous sheet	Ctrl + PageUp
To go the Formula tab	Alt + M
To edit a cell	F2
To copy and paste cells	Ctrl + C, Ctrl + V
To italicise and make the font bold	Ctrl + I, Ctrl + B
To move to the next cell	Tab
To move to the previous cell	Shift + Tab
To select all the cells on the right	Ctrl + Shift + Right arrow
To select all the cells on the left	Ctrl + Shift + Left Arrow
To select the column from the selected cell to the end of the table	Ctrl + Shift + Down Arrow
To select all the cells above the selected cell	Ctrl + Shift + Up Arrow
To select all the cells below the selected cell	Ctrl + Shift + Down Arrow
To display find and replace	Ctrl + H
To activate the filter	Ctrl + Shift + L
To insert the current date	Ctrl + ;
To apply the currency format	Ctrl + Shift + $
To apply the percent format	Ctrl + Shift + %
To select the entire row	Shift + Space
To select the entire column	Ctrl + Space
To hide selected row	Ctrl + 9
To unhide selected row	Ctrl + Shift + 9
To hide a selected column	Ctrl + 0
To unhide a selected column	Ctrl + Shift + 0
To group rows or columns	Alt + Shift + Right arrow
To ungroup rows or columns	Alt + Shift + Left arrow
To group pivot table items	Alt + Shift + Right arrow

To ungroup pivot table items	Alt + Shift + Left arrow
To create a pivot chart on a new worksheet	F11
To create a pivot chart on the same sheet	Alt + F1
Undo recent action	Ctrl + Z
Open the menu for a selected button.	Alt + Down arrow key
Move to the edge of the current data region in a worksheet.	Ctrl + Arrow key
Extend the selection of cells to the last used cell on the worksheet (lower-right corner).	Ctrl + Shift + End
Open the Delete dialog box to delete selected cells.	Ctrl + Minus sign (-)
Open the Paste Special dialog box.	Ctrl + Alt + V
Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.	Ctrl + D
Display the Create Table dialog box.	Ctrl + T
Select the entire worksheet.	Ctrl + A
Extend the selection of cells by one cell.	Shift + Arrow key
Extend the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, to the next non blank cell.	Ctrl + Shift + Arrow key
Select a column	Ctrl + Space
select a row	Shift + Space
Repeat the last command or action, if possible.	Ctrl + A
Freeze the cell or range	F4

NOTE: FOR Mac, use cmd instead of ctrl.