Table # 01 – Microsoft Excel Shortcut Keys

Sr. No.	Shortcut Key	Action
1.	Ctrl + A	Select All
2.	Ctrl + B	Bold
3.	Ctrl + C	Copy
4.	Ctrl + D	Fill Down
5.	Ctrl + E	Flash Fill
6.	Ctrl + F	Find
7.	Ctrl + G	Go to
8.	Ctrl + H	Replace
9.	Ctrl + I	Italic
10.	Ctrl + K	Hyperlink
11.	Ctrl + N	New workbook
12.	Ctrl + O	Open from existing workbooks
13.	Ctrl + P	Print
14.	Ctrl + R	Fill Right
15.	Ctrl + S	Save
16.	Ctrl + T	Table
17.	Ctrl + U	Underline
18.	Ctrl + V	Paste
19.	Ctrl + X	Cut
20.	Ctrl + W	Close Workbook

21.	Ctrl + Y	Redo
22.	Ctrl + Z	Undo
23.	Ctrl+9	Hide the selected rows
24.	Ctrl + 0	Hide the selected columns
25.	F1	Open the Help pane
26.	F2	Edit a cell
27.	F3	Paste a cell name (if cells are named in the worksheet)
28.	F4	Repeat the last command or action.
29.	F5	Go to any cell by pressing F5 and typing the cell coordinate or cell name
30.	F7	Spell Check
31.	F9	Calculate all worksheets in all open workbooks
32.	Delete	Remove the contents of a cell, selected data, or selected cell range
33.	Esc	Cancel an entry in a cell or the formula bar
34.	Enter	Complete an entry in a cell or the formula bar
35.	Alt + Enter	Insert a new line within a cell
36.	Alt + F	Open the File tab menu
37.	Alt + H	Go to the Home tab
38.	Alt + N	Open the Insert tab
39.	Alt + P	Go to the Page Layout tab
40.	Alt + M	Go to the Formulas tab
41.	Alt + A	Go to the Data tab

42.	Alt + R	Go to the Review tab
43.	Alt + W	Go to the View tab
44.	Alt + X	Go to the Add-ins tab
45.	Alt + Y	Go to the Help tab
46.	Alt + F1	Create an embedded bar chart within the same sheet based on select data
47.	Left/Right Arrow	Move one cell to the left or right
48.	Ctrl + Left/Right Arrow	Move to the farthest cell left or right in the row
49.	Up/Down Arrow	Move one cell up or down
50.	Ctrl + Up/Down Arrow	Move to the top or bottom cell in the column
51.	Tab	Go to the next cell
52.	Shift + Tab	Go to the previous cell
53.	Ctrl + End	Go to the most bottom right used cell
54.	Home	Go to the leftmost cell in the current row (or go to the beginning of the cell if editing a cell)
55.	Ctrl + Home	Move to the beginning of a worksheet
56.	Page Up/Down	Move one screen up or down in a worksheet
57.	Alt + Page Up/Down	Move one screen to the right or left in a worksheet
58.	Ctrl + Page Up/Down	Move to the previous or next worksheet
59.	Shift + Page Up	Select all cells from the current location to the last cell of the column.
60.	Shift + Page Down	Select all cells from the current location to the first cell of the column.
61.	Shift + End	Select all cells from the current location to the last cell of the row.

62.	Shift + Home	Select all cells from the current location to the first cell of the row.
63.	Shift + Left/Right Arrow	Extend the cell selection to the left or right
64.	Shift + Space	Select the entire row
65.	Ctrl + Space	Select the entire column
66.	Ctrl + Shift + Space	Select the entire worksheet
Developer Tab Options		
67.	Alt + F11	Visual Basic button
68.	Alt + F8	View Macros tool
69.	Alt + L + R	Record Macro
70.	Alt + L + U	Use Relative Reference
71.	Alt + L + AS	Macro Security button
72.	Alt + L + A1	Insert an Add-in tool
73.	Alt + L + H	Excel Add-ins
74.	Alt + L + J	COM Add-ins
75.	Alt + L + I	Insert Controls
76.	Alt + L + DM	Design Mode button
77.	Alt + L + L	Control Properties
78.	Alt + L + C	View Code button
79.	Alt + L + N	Run Dialog tool
80.	Alt + L + X	Source Button