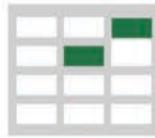


# 50 Most Useful Excel Shortcuts That You Should Know in 2022



## Frequently used shortcuts



Close a spreadsheet.	<b>Ctrl + W</b>	Undo.	<b>Ctrl + Z</b>
Open a spreadsheet.	<b>Ctrl + O</b>	Cut.	<b>Ctrl + X</b>
Save a spreadsheet.	<b>Ctrl + S</b>	Delete column.	<b>Alt + H, D, then C</b>
Copy.	<b>Ctrl + C</b>	Go to Formula tab.	<b>Alt + M</b>
Paste.	<b>Ctrl + V</b>	Go to Home tab.	<b>Alt + H</b>

## Navigate in cells



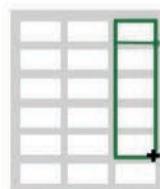
Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.	<b>Tab</b>	Extend the selection of cells to the last used cell on the worksheet (lower-right corner).	<b>Ctrl + Shift + End</b>
Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.	<b>Ctrl + End</b>	Move one screen up in a worksheet.	<b>Page Up</b>
Move to the beginning of a worksheet.	<b>Ctrl + Home</b>	Move one screen down in a worksheet.	<b>Page Down</b>
Move to the next sheet in a workbook.	<b>Ctrl + Page Down</b>	Move one screen to the right in a worksheet.	<b>Alt + Page Down</b>
Move to the previous sheet in a workbook.	<b>Ctrl + Page Up</b>	Move one screen to the left in a worksheet.	<b>Alt + Page Up</b>
Move to the edge of the current data region in a worksheet.	<b>Ctrl + Arrow Key</b>	Move to the previous cell in a worksheet or the previous option in a dialog box.	<b>Shift + Tab</b>

## Format in cells



Format a cell by opening the Format Cells dialog box.	<b>Ctrl + 1</b>	Edit the active cell and put the insertion point at the end of its contents.	<b>F2</b>
Add or edit a cell comment.	<b>Shift + F2</b>	Open the Insert dialog box to insert blank cells.	<b>Ctrl + Shift + Plus (+)</b>
Display the Create Table dialog box.	<b>Ctrl + L</b> or <b>Ctrl + T</b>	Open the Delete dialog box to delete selected cells.	<b>Ctrl + Minus (-)</b>
Enter the current time.	<b>Ctrl + Shift + Colon (:)</b>	Enter the current date.	<b>Ctrl + Semi-colon (;)</b>
Switch between displaying cell values or formulas in the worksheet.	<b>Ctrl + Grave accent (`)</b>	Open the Paste Special dialog box.	<b>Ctrl + Alt + V</b>
Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.	<b>Ctrl + D</b>	Use the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.	<b>Ctrl + R</b>
Apply the Percentage format with no decimal places.	<b>Ctrl + Shift + Percent (%)</b>	Apply the Scientific number format with two decimal places.	<b>Ctrl + Shift + Caret (^)</b>
Apply the Date format with the day, month, and year.	<b>Ctrl + Shift + Number sign (#)</b>	Apply the Time format with the hour and minute, and AM or PM.	<b>Ctrl + Shift + At sign (@)</b>
Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	<b>Ctrl + Shift + Exclamation point (!)</b>	Create or edit a hyperlink.	<b>Ctrl + K</b>
Check spelling in the active worksheet or selected range.	<b>F7</b>	Display the Quick Analysis options for selected cells that contain data.	<b>Ctrl + Q</b>

## Make selections and perform actions



Select the entire worksheet.	<b>Ctrl + A</b> or <b>Ctrl + Shift + Spacebar</b>	Extend the selection of cells by one cell.	<b>Shift + Arrow Key</b>
Start a new line in the same cell.	<b>Alt + Enter</b>	Fill the selected cell range with the current entry.	<b>Ctrl + Enter</b>
Select an entire column in a worksheet.	<b>Ctrl + Spacebar</b>	Select an entire row in a worksheet.	<b>Shift + Spacebar</b>
Repeat the last command or action.	<b>Ctrl + Y</b>	Undo the last action.	<b>Ctrl + Z</b>