

# Excel Shortcuts for the highly Effcient

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## 1 General Shortcuts

ALT + F9	Open VBA tools window
CTRL + N	Open new Workbook
CTRL + P	Open print pre-view
CTRL + ;	Insert current date
CTRL + L	Create table
CTRL + K	Insert hyperlink
CTRL + D	Flash fill from above
CTRL + +	Insert new column/row if entire column/row is selected

## 2 Navigation

CTRL + SPACE
SHIFT + SPACE
SHIFT + ↓
SHIFT + CTRL + ↓
CTRL + ↓

## 3 Formatting

CTRL + B
CTRL + I
CTRL + U
CTRL + 1
CTRL + SHIFT + #
CTRL + SHIFT + &

Select entire column  
Select entire row  
Expand cell selection (any  
arrow key works)  
Select all the cells the  
bottom/left/right/up (any  
arrow key works)  
Jump to the last/first cell in  
the currently selected  
column/row (any arrow key  
works)

Make **bold**  
Make *italic*  
Make underline  
Open formatting tool window  
Apply date format  
Add borders to selection