

Frequently used shortcuts

WINDOWS: <https://www.officenewb.com/post/microsoft-excel-common-shortcuts-for-windows-users>

MAC: <https://www.officenewb.com/post/microsoft-excel-common-shortcuts-for-mac-users>

This table itemizes the most frequently used shortcuts in Excel for Windows.

| To do this | Press |
|------------------------------|------------------|
| Close a spreadsheet | Ctrl+W |
| Open a spreadsheet | Ctrl+O |
| Go to the Home tab | Alt+H |
| Save a spreadsheet | Ctrl+S |
| Copy | Ctrl+C |
| Paste | Ctrl+V |
| Undo | Ctrl+Z |
| Remove cell contents | Delete key |
| Choose a fill color | Alt+H, H |
| Cut | Ctrl+X |
| Go to Insert tab | Alt+N |
| Bold | Ctrl+B |
| Center align cell contents | Alt+H, A, then C |
| Go to Page Layout tab | Alt+P |

| To do this | Press |
|---------------------------|------------------------------|
| Go to Data tab | Alt+A |
| Go to View tab | Alt+W |
| Open context menu | Shift+F10, or Context key |
| Add borders | Alt+H, B |
| Delete column | Alt+H,D, then C |
| Go to Formula tab | Alt+M |
| Hide the selected rows | Ctrl+9 |
| Hide the selected columns | Ctrl+0 |

| To do this | Press |
|---|------------------|
| Move to the previous cell in a worksheet or the previous option in a dialog box. | Shift+Tab |
| Move one cell up in a worksheet. | Up Arrow key |
| Move one cell down in a worksheet. | Down Arrow key |
| Move one cell left in a worksheet. | Left Arrow key |
| Move one cell right in a worksheet. | Right Arrow key |
| Move to the edge of the current data region in a worksheet. | Ctrl+arrow key |
| Enter End mode, move to the next nonblank cell in the same column or row as the active cell, and turn off End mode. If the cells are blank, move to the last cell in the row or column. | End, arrow key |
| Move to the last cell on a worksheet, to the lowest used row of the rightmost used column. | Ctrl+End |
| Extend the selection of cells to the last used cell on the worksheet (lower-right corner). | Ctrl+Shift+End |
| Move to the cell in the upper-left corner of the window when Scroll Lock is turned on. | Home+Scroll Lock |
| Move to the beginning of a worksheet. | Ctrl+Home |

| To do this | Press |
|---|----------------|
| Move one screen down in a worksheet. | Page Down |
| Move to the next sheet in a workbook. | Ctrl+Page Down |
| Move one screen to the right in a worksheet. | Alt+Page Down |
| Move one screen up in a worksheet. | Page Up |
| Move one screen to the left in a worksheet. | Alt+Page Up |
| Move to the previous sheet in a workbook. | Ctrl+Page Up |
| Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells. | Tab |