

SHORTCUT KEYS FOR MICROSOFT EXCEL



CELL FORMATTING SHORTCUT KEYS:

1. **F2:** to edit a selected cell
2. **Ctrl + C:** to copy a cell
3. **Ctrl + P:** to paste a cell
4. **Ctrl + I:** to make the font italic
5. **Ctrl + B:** to make the font bold
6. **Alt + H + A + C:** to center align the cell content
7. **Alt + H + H:** to fill with colour
8. **Tab:** to move to the next cell
9. **Shift + Tab:** to move to the previous cell
10. **Ctrl + Shift + Right Arrow:** to select all the cells on the right
11. **Ctrl + Shift + Left Arrow:** to select all the cells on the left
12. **Ctrl + Shift + Up Arrow:** to select all the cells above the cell
13. **Ctrl + Shift + Down Arrow:** to select all the cells below the cell
14. **Alt + H + B:** to add a border
15. **Alt + Shift + €:** to add an outline to a selected cell
16. **Ctrl + H:** to display Find and Replace

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WORKBOOK SHORTCUT KEYS:

1. **Ctrl + N:** to create a new workbook
2. **Ctrl + O:** to open an existing workbook
3. **Ctrl + S:** to save a workbook/spreadsheet
4. **Ctrl + F4:** to close Excel
5. **Ctrl + W:** to close your current workbook
6. **Ctrl + Page Down:** to move to the next sheet
7. **Ctrl + Page Up:** to move to the previous sheet
8. **Alt + M:** to go to the formula tab
9. **Alt + A:** to go to the data tab
10. **Alt + W:** to go to the View tab

ROW AND COLUMN FORMATTING SHORTCUT KEYS:

1. **Shift + Space + Ctrl + -:** to delete a cell
2. **Shift + Space:** to select the entire row
3. **Ctrl + Space:** to select the entire column
4. **Ctrl + 9:** to hide a selected row
5. **Ctrl + Shift + 9:** to unhide a selected row
6. **Ctrl + 0:** to hide a selected column
7. **Ctrl + Shift + 0:** to unhide a selected column
8. **Alt + Shift + Left Arrow:** to ungroup rows or columns
9. **Alt + Shift + Right Arrow:** to group rows or columns