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# Most Common Excel Shortcuts

## Frequently Used Basic Excel Shortcuts

- **Ctrl + N:** Used to create a new workbook.
- **Ctrl + O:** Used to open the tab used to open a workbook.
- **Ctrl + S:** Saves the changes made.
- **Ctrl + P:** Opens the print window.
- **Ctrl + C:** Copies the selected item.
- **Ctrl + X:** Cuts the selected item.
- **Ctrl + V:** Pastes the copied item.
- **Ctrl + Z:** Undo the last action.
- **Ctrl + Y:** Forwards the undone operation.
- **Ctrl + A:** Used to select all data.
- **Ctrl + F:** Used to search for data.

## Excel Shortcuts for Cell Operations

- **Ctrl + Space :** Used to select columns.
- **Shift + Space :** It is used to select a row.
- **F2 :** Switches to edit the formula in the active cell.
- **F4 :** Used to repeat the last operation.
- **Ctrl + 5 :** Used to cross out and delete the data in the cell.
- **Ctrl + T :** Used to convert the selected range to a table.
- **Alt + = :** Inserts an auto-sum formula in blank cells.
- **Alt + Down Arrow :** Used to sort the column in ascending order.
- **Alt + Up Arrow :** Used to sort the column in descending order.
- **Ctrl + K :** Used to add a link to the selected cell and edit the link.
- **Ctrl + 1:** Opens the cell formatting window.
- **Ctrl + B:** Used to make the text bold.
- **Ctrl + I:** Used to italicise text.
- **Ctrl + U:** Used to add a line under the text.
- **Ctrl + 9:** Used to hide rows.

- **Ctrl + 0:** Used to hide the column.
- **Ctrl + Shift + !:** Used to add comma and period to the number in the cell.
- **Ctrl + Shift + %:** It is used to convert the number in the cell to percentage format.
- **Shift + F2 :** Used to add a comment to the selected cell.
- **Alt + H + B :** Opens the window for adding an edge to a cell
- **Alt + H + H :** Opens the window used to change the cell background colour.
- **Alt + H + A + C:** It is used to centre the text in the cell.
- **Alt + H + D + C:** Used to delete columns.

# Excel Shortcuts Used for Sheet Operations

- **Ctrl + Page Up:** Used to switch to the left page.
- **Ctrl + Page Down:** Used to switch to the right page.
- **Ctrl + W:** Used to close the active workbook.

# Excel Shortcuts Used for Calculation Operations

- **Ctrl + Alt + V:** Used to open the paste special window, which contains different paste options.

# Excel Shortcuts to Select and Filter Data

- **Ctrl + Shift + L:** Used to add and remove filters to the selected field.
- **Ctrl + Shift + Arrow Key:** Used to select cells in the direction of the arrow.
- **Alt + Down Arrow:** Used to open and close the filter menu.

# Excel Shortcuts for Navigating Between Pages and Workbooks

- **Ctrl + End:** Used to navigate to the last cell of the data range.
- **Ctrl + H:** Opens the window used to replace value.
- **Ctrl + G:** Opens the window used to navigate to a specific cell.
- **Ctrl + F4:** Used to close the active window.
- **Ctrl + Tab:** Used to move to the next open workbook.
- **Ctrl + Shift + Tab:** Used to move to the previous open workbook.

# Excel Shortcuts for Row and Column Operations

- **Ctrl + Shift + "+":** Used to add rows or columns to the selected field.
- **Ctrl + "-":** Used to delete the selected row or column.

# Excel Shortcuts Used to Create Charts

- **F11:** Used to create a bar chart in a new tab with the selected data.
- **Alt + F1:** Used to create the same number of bar graphs with the selected data.

# Excel Shortcuts for Date and Time Operations

- **Ctrl + Shift + ";" :** Used to print the current day's date in the cell.
- **Ctrl + Shift + ":" :** Used to print the current hour and minute in the cell.