

20 Advanced Excel Shortcuts

Serial No.	Shortcut Keys	Function
1.	Ctrl + Shift + :	Inserts the current time into a cell.
2.	Ctrl + ;	Inserts the current date into a cell.
3.	Ctrl + `	Displays the formula used in a cell.
4.	Ctrl + Shift + =	Inserts extra columns or rows.
5.	Ctrl + Shift + ~	Switches between displaying formulas used in a cell and the cell value.
6.	Ctrl + Shift + @	Applies time formatting.
7.	Ctrl + Shift + #	Applies date formatting.
8.	Ctrl + Shift + %	Applies percentage formatting.
9.	Ctrl + Shift + &	Applies borders around the selected cell.
10.	Ctrl + Shift + _	Removes the border from the selected cell.
11.	Ctrl + Spacebar	Highlights an entire column.
12.	Ctrl + Shift + Spacebar	Selects an entire workbook.
13.	Ctrl + Home	Navigates back to cell A1.
14.	Ctrl + Shift + Tab	Navigates to the previous workbook.
15.	Ctrl + Up arrow	Navigates to the top-most cell in a selected column.
15.	Ctrl + Down arrow	Navigates to the last cell in a selected column.
16.	Ctrl + Right arrow	Navigates to the last cell in a selected row.
17.	Ctrl + Left arrow	Navigates to the first cell in a selected row.
18.	Ctrl + End	Navigates to the last cell in a workbook.

19.	Ctrl + F1	Expands and collapses the main ribbon.
20.	Shift + Space	Selects an entire row.