

25 Most Common Excel Shortcut Keys

| Serial No. | Shortcut Keys | Functions |
|------------|----------------------|--|
| 1. | Ctrl + C | Copies the content of a selected cell. |
| 2. | Ctrl + V | Pastes contents from the clipboard. |
| 3. | Ctrl + X | Cuts and copies the contents of a selected cell. |
| 4. | Ctrl + A | Selects all the cells in a workbook. |
| 5. | Ctrl + F | Opens the Find dialog box. |
| 6. | Ctrl + G | Opens the Go To dialog box. |
| 7. | Ctrl + H | Opens the Find and Replace dialog box. |
| 8. | Ctrl + K | Inserts a hyperlink in a selected text. |
| 9. | Ctrl + L | Opens the Create Table dialog box. |
| 10. | Ctrl + P | Avails the Print window to print a worksheet. |
| 11. | Ctrl + W | Closes the current workbook. |
| 12. | Ctrl + Z | Reverses the last action. |
| 13. | Ctrl + 1 | Opens the Format Cells dialog box. |
| 14. | Ctrl + - | Deletes the selected columns or rows. |
| 15. | Ctrl + Space | Selects an entire column. |
| 15. | Shift + Space | Selects an entire row. |
| 16. | Ctrl + Home | Redirects to cell A1. |
| 17. | Alt | Displays the access keys. |
| 18. | Tab | Moves to the next cell. |
| 19. | F2 | Enables editing a cell. |
| 20. | Esc | Cancel out an entry. |

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| 21. | Enter | Executes an entry in a cell and moves to the next cell. |
| 22. | Alt + Enter | Starts a new line in the current cell. |
| 23. | F1 | Opens the Microsoft Excel help. |
| 24. | Ctrl + F4 | Closes Microsoft Excel. |
| 25. | Alt +F8 | Opens the Macro window. |