

Basic Shortcut Keys in Excel [Chart]

Serial No.	Shortcut Keys	Functions
1.	Ctrl + N	Creates a new Excel Workbook.
2.	Ctrl + O	Opens an existing workbook.
3.	Ctrl + S	Saves a workbook.
4.	Ctrl + A	Selects all the cells in the opened workbook.
5.	Ctrl + B	Makes the contents bold of a selected cell.
6.	Ctrl + C	Copies the contents of a selected cell.
7.	Ctrl + D	Fills up a selected cell with the contents of its upper cell.
8.	Ctrl + F	Opens up the Find dialog box to search for anything inside the current workbook.
9.	Ctrl + G	Opens up the Go To dialog box.
10.	Ctrl + H	Opens up the Find and Replace dialog box.
11.	Ctrl + I	Italicizes your text.
12.	Ctrl + K	Inserts hyperlink within a text.
13.	Ctrl + L	Opens up the Create Table dialog box.
14.	Ctrl + P	Brings up the Print window to print a workbook.
15.	Ctrl + R	Fills up the selected cells with the contents of the left cell.
15.	Ctrl + U	Adds up an underline to the selected text.

16.	Ctrl + V	Pastes your copied data from the clipboard.
17.	Ctrl + W	Closes down a running workbook.
18.	Ctrl + -	Deletes a selected row or column.
19.	Ctrl + Z	Reverses the last action.
20.	Ctrl + 1	Opens up the Format Cells dialog box.