

65 Shortcut Keys in Excel

Just knowing how to use Excel is not enough. There are a bunch of shortcut keys that you can use in Microsoft Excel to ensure smooth workflow and enhanced productivity. In this article, you will get to know about 65 Excel shortcut keys that will make your life super easy.

Excel Shortcut Keys List

Microsoft Excel offers a ton of keyboard shortcut keys to work seamlessly. We have tried to categorize the most useful shortcut keys available in Excel into 3 major categories. They are,

- Common Excel Shortcut Keys
- Basic Shortcut Keys in Excel
- Advanced Excel Shortcuts

We have prepared pdf files for each of the categories that you can download for free. So without having any further discussion, let's learn them all one by one.

Common Excel Shortcut Keys

Serial No.	Shortcut Keys	Function
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.
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.

Basic Shortcut Keys in Excel [Chart]

Serial No.	Shortcut Keys	Function
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.

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.

Conclusion

The more you get used to the Excel shortcut keys, the more you can work smoothly in Microsoft Excel. To get you the most useful Excel shortcut keys, we have discussed 65 Excel keyboard shortcut keys throughout the article. You are recommended to practice them all and also encouraged to use them frequently.