



EXCEL SHORTCUTS

SHORTCUT KEY	FUNCTIONS
Ctrl+A	Select All
Ctrl+B	Bold
Ctrl+C	Copy
Ctrl+D	Fill Down
Ctrl+F	Find
Ctrl+G	Go to
Ctrl+H	Replace
Ctrl+I	Italic
Ctrl+K	Insert Hyperlink
Ctrl+N	New Workbook
Ctrl+O	Open
Ctrl+P	Print
Ctrl+R	Fill Right
Ctrl+S	Save
Ctrl+U	Underline
Ctrl+V	Paste
Ctrl+W	Close
Ctrl+X	Cut
Ctrl+Y	Repeat
Ctrl+Z	Undo

SHORTCUT KEY	FUNCTIONS
Ctrl + F1	Ribbon on/off
Ctrl + F2	Print Preview
Ctrl + F3	Define Name
Ctrl + F4	Close Active Window
Ctrl + F5	Restore Size
Ctrl + F6	Previous Pane
Ctrl + F7	Move window
Ctrl + F8	Resize window
Ctrl + F9	Minimize book
Ctrl + F10	Maximize book
Ctrl + F11	Insert Macro
Ctrl + F12	Open
Ctrl + `	Show formulas On/Off
Ctrl + 1	Format Cells dialog box
Ctrl + 2	Bold
Ctrl + 3	Italic
Ctrl + 4	Underline
Ctrl + 5	Strikethrough
Ctrl + 6	Show/Hide Objects (pics, charts)
Ctrl + 7	Show/Hide Standard toolbar
Ctrl + 8	Create Outline (group)
Ctrl + 9	Hide Row
Ctrl + 0	Hide Column



Ctrl + Insert	Copy
Ctrl + Delete	Cut
Ctrl + Home	Move to beginning of document
Ctrl + End	Move to end of document
Ctrl + Page Up	Change one worksheet to the left
Ctrl + Page Down	Change one worksheet to the right
Ctrl + Mouse Wheel	Change sheet zoom
Ctrl + Tab	Previous Window
Ctrl + Arrows	Move to edge of data region
Ctrl + SPACE	Select Current Column
F1	Help
F2	Edit
F3	Paste Name
F4	Repeat last action
F4	While typing a formula, switch between absolute/relative refs
F5	Goto
F6	Next Pane
F7	Spell check

F8	Extend mode
F9	Recalculate all workbooks
F10	Activate Menubar
F11	New Chart
F12	Save As
Shift + F2	Edit comment
Shift + F3	Insert function
Shift + F4	Find next
Shift + F5	Find
Shift + F6	Select Menu Bar
Shift + F8	Add to Selection
Shift + F9	Calc. Active Sheet only
Shift + F10	Shortcut Menu
Shift + F11	New Sheet
Shift + F12	Save



Alt + SPACE	Control Menu for Excel
Alt + =	AutoSum
Alt + F1	Insert Chart
Alt + F2	Save As
Alt + F4	Close Excel
Alt + F8	Open Macro Dialog Box
Alt + F11	Inserts macro sheet
Alt + ENTER	Insert new line in same cell
Alt + ;	Select only visible cells
Alt + '	Open Style dialog box
Alt + Down Arrow	Display AutoFilter drop-down
Alt + Shift + Right Arrow	Group rows or columns
Alt + Shift + Left Arrow	Ungroup rows or columns
Alt + PageUp	Move one screen to Right
Alt + PageDown	Move one screen to Left
Alt+H+A+C	Align Center
Alt+H+A+L	Align Left
Alt+H+A+R	Align Right
Alt+H+FG	Increase Font Size
Alt+H+FK	Decrease Font Size

Alt+R	Add/Remove Border Right
Alt+L	Add/Remove Border Left
Alt+H+W	To wrap Text
Alt+H+H	To change cell background colour
Alt+H+M	To merge the text
Alt+Y+R	To record Macro
Alt+E+S	Paste special
Alt+N+R	To insert recommended chart
Alt+N+Q	To insert pie chart
Alt+N+C	To insert column Bar
Alt+N+B	To insert Bar chart
Alt+O+C,A	To adjust Coloumn Width to adjust the content
Alt+O+C,R	To adjust Row Width to adjust the content
Alt+D+P	To open Pivot table wizard
Ctrl + Shift + '	Copy value from above
Ctrl + Shift + -	Remove border
Ctrl + Shift + ;	Insert Time
Ctrl + Shift + [Select referenced cells
Ctrl + Shift +]	Select referencing cells



Ctrl + Shift + \	Column: select non-matching cells
Ctrl + Shift + SPACE	Select Current Region
Ctrl + Shift + =	Insert
Ctrl + Shift + `	Number format: general
Ctrl + Shift + 1	Number format: Comma
Ctrl + Shift + 2	Number format: Time
Ctrl + Shift + 3	Number format: Date
Ctrl + Shift + 4	Number format: Currency
Ctrl + Shift + 5	Number format: Percent
Ctrl + Shift + 6	Number format: Exponential
Ctrl + Shift + 7	Outline border
Ctrl + Shift + 8	Select Current Region
Ctrl + Shift + 9	Unhide Row
Ctrl + Shift + 0	Unhide Column
Ctrl+Shift+L	frequently filter lists
Ctrl+Shift+*	select current region around active cell
ctrl+ /	select current array

ctrl+\	select row difference
ctrl+shift+	select column difference
ctrl+shift+_	Remove Borders
ctrl+shift+&	Add Border Outline

PIVOT TABLE SHORTCUTS

SHORTCUT KEY	FUNCTION
Alt+shift+Arrows	Group/Ungroup Pivot Items
Alt+F1	Create Pivot Chart on Same Worksheet
F11	Create Pivot Chart on New Worksheet
Alt+P+D	Open Pivot Table Wizard