

IMPORTANT SHORTCUTS IN EXCEL THAT YOU NEED TO KNOW -BY CLOUDYML

1. **CTRL+N**: To create a new workbook
2. **CTRL+O**: To open a saved workbook
3. **CTRL+S**: To save a workbook
4. **CTRL+A**: To select all the contents in a workbook.
5. **CTRL+B**: To turn highlighted cell **BOLD**



6. **CTRL+C**: To copy cells that are highlighted

7. **CTRL+D**: To fill the selected cell with the content of the cell right above

8. **CTRL+F**: To search for anything in a workbook.

9. **CTRL+G**: To jump to a certain area with a single command.

10. **CTRL+H**: To find and replace cell contents

11. **CTRL+I**: To italicise cell contents

12. **CTRL+K**: To insert a hyperlink in a cell.

13. **CTRL+L**: To open the create table dialog box.

14. **CTRL+P**: To print a workbook
15. **CTRL+R**: To fill the selected cell with the content of the cell on the left.
16. **CTRL+U**: To underline highlighted cells.
17. **CTRL+V**: To paste anything that was copied.
18. **CTRL+W**: To close your current workbook
19. **CTRL+Z**: To undo the last action
20. **CTRL+1**: To format the cell contents.
21. **CTRL+5**: To put a strikethrough in a cell.



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 35K+
 33K+
 46K+

Swipe Next

22. **CTRL+8**: To show the outline symbols
23. **CTRL+9**: To hide a row
24. **CTRL+0**: To hide a column
25. **CTRL+SHIFT+:** : To enter the current time in a cell.
26. **CTRL+;** : To enter the current date in a cell.
27. **CTRL+`** : To change the view from displaying cell values to formulas
28. **CTRL+'** : To copy the formula from the cell above.
29. **CTRL+-** : To delete columns or rows.



30. **CTRL+SHIFT+=** : To insert columns and rows
31. **CTRL+SHIFT+~** : To switch between displaying Excel formulas or their values in a cell.
32. **CTRL+SHIFT+@** : To apply time formatting
33. **CTRL+SHIFT+!** : To apply comma formatting
34. **CTRL+SHIFT+#** : To apply date formatting.
35. **CTRL+SHIFT+%** : To apply percentage formatting.
36. **CTRL+SHIFT+B** : To place borders around the selected cells.

37. CTRL + SHIFT + \$: To apply currency formatting

38. CTRL + SHIFT + -: To remove a border

39. CTRL + - : To delete a selected row or column.

40. CTRL + SPACEBAR : To select an entire column.

41. CTRL + SHIFT + SPACEBAR: To select an entire workbook.

42. CTRL + HOME : To redirect to cell A1.

43. CTRL + SHIFT + TAB: To switch to the previous workbook.

44. **CTRL + SHIFT + F**: To open the fonts menu under format cells.
45. **CTRL + SHIFT + O**: To select the cells containing comments.
46. **CTRL + DRAG**: To drag and copy a cell or to a duplicate worksheet.
47. **CTRL + SHIFT + DRAG**: To drag and insert copy.
48. **CTRL + UP ARROW**: To go to the top most cell in a current column.
49. **CTRL + DOWN ARROW**: To jump to the last cell in a current column.
50. **CTRL + RIGHT ARROW**: To go to the last cell in a selected row.



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