

EXCEL KEYBOARD SHORTCUTS

Our day to day work involves excel and to complete our work fast we should have adequate knowledge of keyboard shortcuts. I am going to give you simple but useful tip which will helps you to navigate excel and perform tasks much quicker without touching the mouse.

Use **arrow keys** in combination of **Ctrl/Shift** key to traverse your Excel sheet.

- **Ctrl + Down arrow** – Data Region Dow
- **Ctrl + Up arrow** – Data Region Up
- **Ctrl + Right arrow** – Data Region Right
- **Ctrl + Left arrow** – Data Region Right

Use **Shift key** with the above combination to select the data e.g. Ctrl+Shift+Down arrow to select the data range from current cell to last filled cell of the data region.

Some more useful shortcuts:

- **Ctrl+ Space Bar** – Selects the entire column
- **Shift+ Space Bar** – Selects the entire row
- **Ctrl + PageUp** – Previous sheet
- **Ctrl + PageDown** – Next sheet
- **Ctrl + Home** – Selects cell A1 of the active sheet
- **Ctrl + 1** – Opens Format Cell window
- **Ctrl+Shift+1** – Changes the cell format to Number
- **Ctrl+Shift+2** – Changes the cell format to Time
- **Ctrl+Shift+3** – Changes the cell format to Date
- **Ctrl+Shift+4** – Changes the cell format to Dollar
- **Ctrl+Shift+5** – Changes the cell format to Percentage
- **Ctrl+Shift+6** – Changes the cell format to Scientific

And finally **Ctrl + Z** to undo what ever mess you have done the excel sheet while practicing these shortcuts.