

Excel Shortcuts List (Top 50)**By Naveen Naik**

S.No.	Description	Excel Shortcuts
1	To create a new workbook	Ctrl + N
2	To open an existing workbook	Ctrl + O
3	To save a workbook/spreadsheet	Ctrl + S
4	To close the current workbook	Ctrl + W
5	To close Excel	Ctrl + F4
6	To move to the next sheet	Ctrl + PageDown
7	To move to the previous sheet	Ctrl + PageUp
8	To go to the Data tab	Alt + A
9	To go to the View tab	Alt + W
10	To go the Formula tab	Alt + M
11	To edit a cell	F2
12	To copy and paste cells	Ctrl + C, Ctrl + V
13	To italicize and make the font bold	Ctrl + I, Ctrl + B
14	To center align cell contents	Alt + H + A + C
15	To fill color	Alt + H + H
16	To add a border	Alt + H + B
17	To remove outline border	Ctrl + Shift + _
18	To add an outline to the select cells	Ctrl + Shift + &
19	To move to the next cell	Tab
20	To move to the previous cell	Shift + Tab

21	To select all the cells on the right	Ctrl + Shift + Right arrow
22	To select all the cells on the left	Ctrl + Shift + Left Arrow
23	To select the column from the selected cell to the end of the table	Ctrl + Shift + Down Arrow
24	To select all the cells above the selected cell	Ctrl + Shift + Up Arrow
25	To select all the cells below the selected cell	Ctrl + Shift + Down Arrow
26	To add a comment to a cell	Shift + F2
27	To delete a cell comment	Shift + F10 + D
28	To display find and replace	Ctrl + H
29	To activate the filter	Ctrl + Shift + L, Alt + Down Arrow
30	To insert the current date	Ctrl + ;
31	To insert current time	Ctrl + Shift + :
32	To insert a hyperlink	Ctrl + k
33	To apply the currency format	Ctrl + Shift + \$
34	To apply the percent format	Ctrl + Shift + %
35	To go to the "Tell me what you want to do" box	Alt + Q
36	To select the entire row	Shift + Space
37	To select the entire column	Ctrl + Space
38	To delete a column	Alt+H+D+C
39	To delete a row	Shift + Space, Ctrl + –
40	To hide selected row	Ctrl + 9
41	To unhide selected row	Ctrl + Shift + 9
42	To hide a selected column	Ctrl + 0

43	To unhide a selected column	Ctrl + Shift + 0
44	To group rows or columns	Alt + Shift + Right arrow
45	To ungroup rows or columns	Alt + Shift + Left arrow
46	To group pivot table items	Alt + Shift + Right arrow
47	To ungroup pivot table items	Alt + Shift + Left arrow
48	To hide pivot table items	Ctrl + –
49	To create a pivot chart on the same sheet	Alt + F1
50	To create a pivot chart on a new worksheet	F11