

S.No.	Name	Short Cut Keys
1	Select Row	Shift Spacebar
2	Select Column	Ctrl Spacebar
3	Insert Row	Select Row & Ctrl +
	Insert Row	Alt I R
4	Insert Column	Select Column & Ctrl +
	Insert Column	Alt I C
5	Delete Row	Select Row & Ctrl -
6	Delete Column	Select Column & Ctrl -
7	Hide Row	Ctrl 9
8	Unhide Row	Ctrl Shift 9
9	Hide Column	Ctrl 0
10	Unhide Column	Alt H O U L
11	Auto Sum	Alt = Enter/ Alt H U S
12	Paste Value	Alt E S V
13	Paste Formula	Alt E S F
14	Paste Format	Alt E S T
15	Transpose	Alt E S E
16	Apply Conditional Formatting	Alt H L N
17	Form Filing	Alt D O
18	Text to Columns	Alt A E
19	Series Date Fill	Alt H F I S
20	Strike Through	Ctrl 5
21	Move Row/column between another row/column	Drag with Shift
	Move Column	Select Full Column & Ctrl X & Ctrl Shift Plus
	Move Row	Select Full Row & Ctrl X & Ctrl Shift Plus
22	Replace Row/column with another row/column	Drag with Ctrl
23	Move between Cells	Ctrl Required Arrow
24	Select Cells	Ctrl Shift Required Arrow
25	Auto Fit Column Width	Alt H O I or Alt O C A
26	Auto Fit Row Width	Alt H O A
27	Convert Data to Picture	Alt H V I
28	Create New Folder	Ctrl Shift N
29	Convert Data in to Table	Ctrl T; Ctrl L
30	Findout Hidden cells or Select Visible Cells	Select All data Alt ;
31	Date Stamp	Control ;
32	Time Stamp	Ctrl Shift ; or Ctrl :
33	Date & Time Stamp	Date Stamp Space Time Stamp
34	Check work book info	Ctrl Shift G
35	Copy data from above cell	Ctrl D
36	Undo	Ctrl Z
37	Redo	Ctrl Y
38	Add or Remove Filter	Ctrl Shift L Or Alt D F F Or Alt A T
39	Already filtered, Show All	Alt D F S
40	Freeze	Alt W F F
41	New line inside the cell	Alt Enter
42	Format Cells	Ctrl 1
43	Format Cells-Font	Ctrl Shift F
44	Auto Average	Alt H U A
45	Auto Count	Alt H U C

S.No.	Name	Short Cut Keys
46	Auto Max	Alt H U M
47	Auto Min	Alt H U I
48	Insert Comment	Shift F2
49	Pivot Table	Alt N V T
50	Pivot Table Refresh	Alt F5
51	All Border Create	Alt H B A
52	Thick Border Create	Alt H B T
53	No Border	Alt H B N
54	Ribbon Show or Hide	Ctrl F1
55	Number to Date Format	Ctrl Shift #
56	Date to Number Format	Ctrl Shift ~
57	Time Format	Ctrl Shift @
58	Currency Format	Ctrl Shift \$
59	Percentage Format	Ctrl Shift %
60	For Subscript(CO ₂) or Superscript(1 st)	Ctrl 1 or Ctrl Shift F
61	Remove Gridlines	Alt W V G
62	Sorting in Ascending Order	Alt A S A
63	Sorting in Descending Order	Alt A S D
64	Take Screenshot	Windows Printscreen/Windows Shift S/Snipping Tool
65	Open Task Manager	Ctrl Shift ESC
66	Sheet Refresh	Shift F9
67	Sheet Insert	Alt I W or Shift F11
68	Sheet Delete	Alt E L
69	Data Validation	Alt A V V or Alt D L
70	Formula Bar Size Increase or Decrease	Ctrl Shift U
71	Zoom Dialog Box	Alt V Z
72	Maximize screen	Alt Spacebar X
73	Minimise screen	Alt Spacebar N
74	Restore	Alt Spacebar R
75	Close currently Open document	Ctrl W
76	Workbook close or PC Shutdown	Alt F4
77	Cursor on same position	Ctrl Enter
78	Show Formulas/Functions	Ctrl ~(Tilde)
79	Insert Function	Shift F3
80	Move between Sheets	Ctrl Page Down/ Ctrl Page Up
81	Flash Fill	Ctrl E
82	Select Full Sheet	Ctrl A or Ctrl Shift Space
83	Jump to First Cell	Ctrl Home
84	Jump to Last Cell	Ctrl End
85	Save	Ctrl S
86	Save As	F12
87	Print	Ctrl P
88	Chart on Same Sheet	Alt F1
89	Chart on Different Sheet	F11
90	Switch between all open applications	Alt Tab
91	Switch between excel workbooks	Ctrl Tab
92	Run Macro	Alt F8
93	To abort task in excel	Esc Key
94	Same Function Copy Down	Ctrl "

S.No.	Name	Short Cut Keys
95	Full Screen	Alt V U
96	Name Dialogue Box Open	Ctrl Shift F3
97	Sheet Rename	Alt H O R
98	Hyperlink	Ctrl K
99	Find	Ctrl F
100	Replace	Ctrl H
101	Show Arguments in Formulas	Ctrl Shift A
102	Create Array	Ctrl Shift Enter
103	Advance Filter	Alt A Q
104	Quick Data Formatting	Alt O A
105	Workbook Statistics	Ctrl Shift G
106	Windows + .	Emoji Panel Open
107	Windows + D	Show Desktop
108	Windows + L	Lock Computer or Laptop
109	Alt + Page UP/Down	Cursor to Right or Left
110	Ctrl + Page UP/Down	Cursor UP/Down
111	Open Workbook	Ctrl O