Shortcuts in Excel

Excel has many shortcuts for faster working. The list below is a compilation of commonly used shortcuts. For a detailed list of Shortcuts, go to "Help" by pressing "F1" and searching for "Shortcut" in the same.

The shortcuts can be divided into 2 major groups. The first group is "Control Combination" shortcut keys and second is Function shortcut keys like F1, F2 etc. Rest of them are grouped under "Others".

Control Combination Shortcut Keys

1. File
   a. Ctrl + N : Creates new blank file
   b. Ctrl + O: Opens a dialogue box to open an existing file
   c. Ctrl + S: Saves the file
2. Ctrl + A : Selects the entire sheet
3. Copy Paste related
   a. Ctrl + C : Copies the contents
   b. Ctrl + X : Cuts the contents
   c. Ctrl + V : Paste the copied or cut content
   d. Ctrl + Alt + V : Open Paste Special dialogue box
4. Ctrl + D: Copy and paste the content & format of upper cell to selected cells.
5. Formatting
   a. Ctrl + B : Bold formatting is applied or removed
   b. Ctrl + I : Italic formatting is applied or removed
   c. Ctrl + U : Applies or removes the underline