

List Of The Most Useful Shortcuts For Microsoft Excel**Moving Between Cells**

Shortcut Key	Description
Arrow Keys	Arrow Keys allow you to move up, down, right and left between cells.
Enter	Enter allows you to move one cell down.
Tab	The tab key is used to move one cell to the right.
Shift+Enter	This shortcut key is used to move one cell up.
Shift+Tab	This shortcut key is used to move one cell to the left.
Ctrl+Arrow Key	This shortcut key allows you to jump to the edge of the data in the respective direction. You can use Control+ up arrow key to jump to the first cell of the data or you can use the Control+down key to jump to the last cell of the data. You can also use the right-left arrow key to jump to the last right or left cell of data.

Navigating Between Sheets

Shortcut Key	Description
Ctrl + Page Up	This shortcut key is used to move to the previous worksheet.
Ctrl + Page Down	This shortcut key is used to move to the next worksheet.
Ctrl + Shift + Page Up	Use this shortcut key to select the current and previous worksheets.
Ctrl + Shift + Page Down	Use this shortcut key to select the current and next worksheets.

Selection Shortcut Keys For Microsoft Excel

Shortcut Key	Description
Ctrl + A	To select the entire worksheet.
Ctrl + Space	This shortcut key is used to select the entire column of the active cell in Excel.
Shift + Space	Use this shortcut key to select the entire row of the active cell in Excel.
Ctrl + Shift + Arrow Key	This shortcut key allows you to extend the selection to the edge of the current data region
Shift + Arrow Key	This shortcut key is used to extend the selection by one cell in the respective direction in Excel.

Editing Shortcut Key For Microsoft Excel

Shortcut Key	Description
F2	F2 shortcut key is used to edit the active cell in Excel.
Ctrl + C	This shortcut key allows you to copy the selected cells in Excel.
Ctrl + X	This shortcut key allows you to cut the selected cells in Excel.
Ctrl + V	This shortcut key in Excel is used to paste the copied or cut cells.
Ctrl + Z	This shortcut key in Excel allows you to undo your last action.
Ctrl + Y	This shortcut key is used to redo the last undone action in Excel.

Formatting Shortcut Keys For Microsoft Excel

Shortcut Key	Description
Ctrl + B	This shortcut key is used to apply or remove bold formatting in Excel.
Ctrl + I	This shortcut key is used to apply or remove italic formatting in Excel.
Ctrl + U	This shortcut key is used to apply or remove underline formatting in Excel.
Ctrl + 1	This shortcut key is used to open the format cells dialog box in Excel.
Alt + H + H	This shortcut key is used to remove cell borders in Excel.
Alt + H + O + I	This shortcut key is used to autofit column width in Excel.
Alt + H + B + A	This shortcut key is used to apply all borders to a cell selection in Excel.

Work Management Shortcut Key For Microsoft Excel

Shortcut Key	Description
Ctrl + N	This shortcut key is used to create a new workbook in Excel.
Ctrl + O	This shortcut key is used to open an existing workbook in Excel.
Ctrl + S	Use this shortcut key to save the active workbook in Excel.
Ctrl + P	This shortcut key allows you to print the active sheet in Excel.
Ctrl + F4	This shortcut key is used to close the active workbook in Excel.

Some Other Useful Shortcut Keys For Microsoft Excel

Shortcut Key	Description
F4	This shortcut key is used to repeat the last action in Excel.
Ctrl + F	This shortcut key is used to open the find dialog box in Excel.
Ctrl + H	Use this shortcut key to open the replace dialog box.