



2024

MS. EXCEL

SHORT CUT KEY

PRAGYA INSTITUTE OF IT & RESEARCH®



7268941266

WWW.PIITR.COM || WWW.PIITR.ORG



EXCEL SHORTCUT LIST

Formatting Shortcuts

CTRL + 1	Format Box
ALT + E + S + T	Copy Format
ALT + H + 0	Increase Decimal
ALT + H + 9	Decrease Decimal
CTRL + SHIFT + 7	Boxing
ALT + O + C + A	Fit Column Width
ALT + H + O + R	Change Tab Name
ALT + W + F	(Un)Split Panes
ALT + W + S	(Un)freeze windows
SHIFT + CTRL + #	Date Format
SHIFT + CTRL + \$	\$ Dollar Format
SHIFT + CTRL + %	% Percentage Format
ALT + "="	Sum Function

CTRL Shortcuts

CTRL + A	Select All
CTRL + B	Bold
CTRL + C	Copy
CTRL + D	Fill Down
CTRL + F	Find
CTRL + I	Italic
CTRL + N	New Workbook
CTRL + O	Open
CTRL + P	Print
CTRL + R	Fill Right
CTRL + S	Save Workbook
CTRL + U	Underline
CTRL + V	Paste
CTRL + W	Close Window
CTRL + X	Cut
CTRL + Z	Undo

Function Key Shortcuts

F2	Edit Cells
F4	Anchor Cells
F7	Spell Check
F12	Save As
SHIFT + F2	Insert a Comment
SHIFT + F8	Add to Selection
SHIFT + F10	Right Click
CTRL + F3	Name a Cell
Windows Flag + D	Minimize Programs

Navigation Shortcuts

Arrows	Move
CTRL + Arrows	Go to End of Continuous Range
SHIFT + Arrows	Select A Cell Range
CTRL + SHIFT + Arrows	Highlight A Continuous Range
ALT + Tab	Switch Programs
CTRL + Pg Up/Down	Switch Worksheets
Enter	Move below
Shift + Enter	Move Up
Home	Move to Beginning of Line
CTRL + Home	Go to Cell A1
ESC	Cancel
Alt + Enter (when in a cell)	Add a Line

Columns & Rows Shortcuts

CTRL + 9	Hide Row
SHIFT + CTRL + 9	Unhide Row
CTRL + 0	Hide Column
SHIFT + CTRL + 0	Unhide Column
SHIFT + Spacebar	Highlight Row
CTRL + Spacebar	Highlight Column
SHIFT + CTRL + Plus sign	Insert Blank Cells
CTRL + Minus Sign	Delete Selected Cells
SHIFT + ALT + Left Arrow	Group Rows/Columns
SHIFT + ALT + Right Arrow	Ungroup Rows/Columns

