

Basic Excel Shortcut Keys | Excel Tutorial

Basic Excel Shortcut Keys:

MS Excel Shortcut Keys – Excel Keyboard shortcut keys help to reduce the usage of mouse and allow you to work with your keyboard. Basic excel shortcut keys help to achieve efficiency and work productivity. Learn ms excel online and become ms excel expert.

The commands covered here apply to all popular versions of MS Excel such as MS Excel 2016, MS Excel 2013, MS Excel 2010, MS Excel 2007.



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Basic Excel Shortcut Keys:

- **Ctrl + N** To open new workbook
- **Ctrl + O** To open existing workbook
- **Use Ctrl + S** To save new workbook
- **Alt + F4** To close excel workbook.
- **Tab** To move one cell right after completion of entry
- **Shift + Tab** To move one cell left after completion of entry.
- **F2** To edit cell.
- Use **F2** to edit and then **Ctrl+A** to edit formula in formula Bar
- Use **F2** to edit formula and then press **F4** to make reference absolute or partial or to remove like \$B\$5

- or B\$5 or \$B5.
- **Esc** To cancel edit
- **Enter** To move one cell down after completion of entry.
- **Shift Enter** To move one cell up after completion of entry.
- **Home** To Jump to beginning
- **End** To end of cell
- **Ctrl + F3** To open name manager
- **Ctrl+Z** To Undo last action
- **Ctrl+Y** To Redo (after undo) or Repeat (when applying formats)
- **Alt+Enter** To repeat last action (like formatting)
- **Shift + Arrow key** To select single cell up/down/left/right
- **Ctrl + A** To select entire sheets
- **Ctrl + G** To open Go To menu
- **Ctrl+X** To Cut selected cell
- **Ctrl+C** To Copy selected cells
- **Ctrl+V** To Paste after copy or cut action performed
- **Ctrl+Alt+V** To Open Paste Special Menu after copy or cut action performed
- **Alt+Enter** To repeat a previous cell format action on current cell
- **Ctrl+1** To Open Format Cells dialog with last selection active
- **Ctrl+B** To Apply/ remove bold format
- **Ctrl+I** To Apply/ remove italic format
- **Ctrl+U** To Apply/ remove underline format

- **Ctrl + Space** To select full column of active cell
- **Shift + Space** To select full row of active cell
- **Shift + F2** To Insert or Edit a cell comment

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Top Basic Excel shortcut keys:

- **Alt + =** To use AutoSum formula
- **Ctrl + 9** To hide selected rows
- **Ctrl + Shift + 9** To unhide hidden rows within the selected area
- use **Ctrl + 0** To hide selected column
- **Ctrl + Shift + 0** To unhide hidden column within the selected area
- **Ctrl + PageUp** To switch between sheets.(Left side)
- **Ctrl + PageDown** To switch between sheets.(Right Side)
- **Ctrl + .** To change direction of selection when expanding
- **Alt + Tab** To switch between workbooks
- **Ctrl + F1** To maximize and minimize Excel Ribbon
- use **Alt + F1** To insert chart with data
- **Alt + F11** To Open VBA editor window
- **Alt + F8** To open Macro dialog box
- **Ctrl + K** To Insert or Edit

hyperlink

- **Ctrl + Shift + O** To select all cells having comments
- use **Ctrl + T** To create auto table
- **Ctrl+F** To open Find and Replace dialog box (with Find selected)
- **Ctrl+H** To open Find and Replace dialog box (with Replace selected)
- **Alt+F** To move to next searched text with Find and Replace dialog box
- **Alt+I** To view all searched text with Find and Replace dialog box
- **Shift+F4** To move to next searched text (when search box closed)
- **Ctrl+Shift+F4** To move to previous searched text (when search box closed)
- **Ctrl + Shift + U** To expand/collapse formula bar
- **Shift + F3** To display Insert Function dialog box(With empty cell)
- **Shift + F3** To edit argument of formula at cursor position(With formula in cell)
- **Ctrl + ~** To display all the formula from the active sheet
- **Press Ctrl + '** To copy formula from above cell
- **Ctrl + D** To fill down same contents as in above cell into current cell
- **Ctrl + R** To fill down same contents as in left cell into current cell
- use **Ctrl + ;** To Insert current date at cursor position
- **Ctrl + Shift + ;** To Insert current time at cursor position

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