|  |
| --- |
| Home Microsoft Excel Tips 35 Best Shortcut Keys in Microsoft Excel |
| **35 Best Shortcut Keys in Microsoft Excel** |
|  |  |
| 1. Ctrl+Z | 1. Undo |
| 2. Ctrl+C | 2. Copy |
| 3. Enter | 3. Paste |
| 4. Ctrl+V | 4. Multiple Paste |
| 5. Ctrl+X | 5. Cut |
| 6. Ctrl+F | 6. Find |
| 7. Ctrl+H | 7. Find & Replace |
| 8. Ctrl+P | 8. Print |
| 9. Ctrl+S | 9. Save |
| 10. Ctrl+F4 | 10. Close Excel |
| 11. Ctrl+Arrow | 11. Move (to edge of region) |
| 12. Ctrl+\* | 12. Select (current region) |
| 13. Ctrl+A | 13. Select (all cells) |
| 14. Ctrl+Home | 14. Select |
| 15. Ctrl+End | 15. A1, (Select last cell in used range) |
| 16. Ctrl+Shift+End | 16. Select from active cell to last cell in used range. |
| 17. Ctrl+Shift+Home | 17. Select from active cell to A1 |
| 18. Ctrl+Page Down | 18. Move to the next sheet, |
| 19. Ctrl+Page Up | 19. Move to the previous sheet |
| 20. Ctrl+Tab | 20. Move to next open workbook |
| 21. Ctrl+N | 21. Open new workbook |
| 22. Shift+F11 | 22. Insert new worksheet |
| 23. Shift+F3 | 23. Paste function window |
| 24. =+FunctionName+Ctrl+A | 24. Insert new function |
| 25. Alt+F11 | 25. Open VBE |
| 26. Ctrl+Shift+Enter | 26. Array formula |
| 27. Ctrl+F3 | 27. Define name |
| 28.  F3 | 28. Paste name |
| 29. Ctrl+Spacebar | 29. Select columns |
| 30. Shift+Spacebar | 30. Select rows |
| 31. Ctrl+1 | 31. Format cells |
| 32. Ctrl+B | 32. Bold |
| 33. Ctrl+U | 33. Underline |
| 34. Ctrl+; | 34.  Current date |
| 35. Ctrl+shift+: | 35. Current time |