

S.N O.	Shortcut	Uses	S.N O.	Shortcut	Uses
1	Ctrl+A	Select All or Select whole document	91	Alt+H+D+C	Delete a column
2	Ctrl+B	Bold	92	Alt+Shift+→	To Group Rows or Column
3	Ctrl+C	Copy	93	Alt+Shift+←	To Ungroup Rows or Column
4	Ctrl+D	Fill Down	94	Alt+F1	Create Pivot Chart on the same sheet
5	Ctrl+E	Flash Fill	95	SHIFT+SPACE	Select Entire Row
6	Ctrl+F	Find	96	CTRL+ -	Delete Row/delete dialog box
7	Ctrl+G	GO TO	97	CTRL+ +	Insert dialog box
8	Ctrl+H	Find and Replace	98	CTRL+SPACE	Select Entire Column
9	Ctrl+I	<i>Italic</i>	99	CTRL+↓	Move active cell down to last fill cell
10	Ctrl+K	Insert a Hyperlink	100	CTRL+↑	Move active cell Up to last fill cell
11	Ctrl+L	Create OR Convert to Table	101	CTRL+←	Move active cell left to last fill cell
12	Ctrl+N	New Workbook	102	CTRL+→	Move active cell right to last fill cell
13	Ctrl+O	Open workbook	103	CTRL+SHIFT+↓	Select last fill cell to down
14	Ctrl+P	Print	104	CTRL+SHIFT+↑	Select last fill cell to Up
15	Ctrl+Q	Quick analysis/conditional formatting	105	CTRL+SHIFT+←	Select last fill cell to left
16	Ctrl+R	Fill Right	106	CTRL+SHIFT+→	Select last fill cell to right
17	Ctrl+S	Save	107	CTRL+SHIFT+\$	Apply Currency Format
18	Ctrl+T	Create OR Convert to Table	108	CTRL+SHIFT+%	Apply Percentage Format
19	Ctrl+U	<u>Underline</u>	109	CTRL+SHIFT+!	Apply Number Format
20	Ctrl+V	Paste	110	CTRL+SHIFT+@	Apply Time format

21	Ctrl+X	Cut	111	CTRL+SHIFT+#	Apply Date format
22	Ctrl+Y	Redo or Repeat typing	112	CTRL+SHIFT+^	Apply Scientific format
23	Ctrl+Z	Undo last action	113	Ctrl+Shift+:	Insert Current Time
24	Ctrl+*	Select All	114	Ctrl+Shift+~	General Format
25	Ctrl+1	Format Cell Dialog Box (Ctrl+Shift+F)	115	Ctrl+;	Insert Current Date
26	Ctrl+2	Bold	116	Alt+F2	Save As
27	Ctrl+3	<i>Italic</i>	117	Alt+F4	Close active Window
28	Ctrl+4	<u>Underline</u>	118	Alt+'	Cell style Dialog box
29	Ctrl+5	Apply or remove strikethrough	119	Alt+Space	Display Control Menu
30	Ctrl+9	Hide Selected Row	120	Alt+O+H+R	Rename current worksheet
31	Ctrl+Shift+9	Unhide Selected Row	121	Alt+E+L	Delete current worksheet
32	Ctrl+0	Hide Selected Column	122	Alt+E+M	Move current worksheet
33	Ctrl+Shift+0	Unhide Selected Column	123	Alt+P+R+S	Set print area
34	Drag	Drag and cut	124	Ctrl+Mouse wheel up	Zoom in
35	Ctrl+Drag	Drag and copy	125	Ctrl+Mouse wheel Down	Zoom out
36	Shift+Drag	Drag and Insert	126	Ctrl+Tab	Switch Workbook/previous workbook
37	Ctrl+Shift+Drag	Drag and Insert Copy	127	SceLK	Toggle scroll lock
38	F1	Open Help Window	128	Alt+Drag	Drag to Worksheet
39	F2	Edit Cell	129	Ctrl+Drag	Drag to Duplicate Worksheet
40	F3	Paste name into formula	130	Ctrl+Shift+F1	Toggle Full screen
41	Shift+F3	Open function dialog box	131	Ctrl+F1	Hide or Unhide Ribbon

42	Ctrl+Shift+F3	Create name from selection in row or col	132	Ctrl+F2	Print Preview
43	F4	Repeat Last Action and switch between absolute/relative ref. in formula	133	Ctrl+F3	Name Manager Window
44	F5	Go to	134	Ctrl+F4	Close workbook or file
45	F6	Next Pane, Zoom Control	135	Ctrl+F5	Restore Down
46	F7	Spell Check	136	Ctrl+F6	Active Menu bar
47	F8	Extend Mode (Shift+F8)	137	Shift+F7	Open Thesaurus
48	F9	Recalculate all worksheet	138	Ctrl+F9	Minimize
49	Shift+F9	Calculate active worksheet	139	Ctrl+F10	Maximize
50	F10	Active Menu bar	140	Shift+F10	Open Right Click Menu
51	F11	Insert Chart in New Sheet	141	Shift+F11	Insert a New Worksheet
52	F12	Save As (Alt+F2)	142	Alt+F11	VBA Code Window
53	CTRL+F11	Insert Macro Worksheet	143	PgUp	Move One screen Up
54	CTRL+F12	Open File Dialog box	144	PgDn	Move One screen Down
55	CTRL+ALT+V	Paste Special	145	Alt+PgUp	Move One screen Left
56	CTRL+SHIFT+F4	Find Previous Match (after initial find)	146	Alt+PgDn	Move One screen Right
57	SHIFT+F4	Find Next Match (after initial find)	147	Shift+Backspace	Select active cell when multiple cells already seleted
58	CTRL+SHIFT+L	Toggle Auto Filter	148	Ctrl+Backspace	show the active cell in worksheet
59	ALT+↓	Filter Active	149	Ctrl+ .	Move active cell clockwise to corners of selection
60	Shift+Click	Expend Selection	150	Shift+Enter	Move active cell to up

61	Ctrl+Click	Add non-adjacent cells to selection	151	Shift+Tab	Move active cell to Left
62	Shift+F8	Toggle "Add to selection" Mode (F8)	152	Home	Move to start of row
63	Esc	Exit add to selection mode	153	End	Move to end of row
64	SHIFT+↓	Expend Selection Down	154	Shift+Home	Expend selection to start of row
65	SHIFT+↑	Expend Selection Up	155	Shift+End	Expend selection to end of row
66	SHIFT+←	Expend Selection Left	156	Ctrl+Home	Move to first cell in worksheet
67	SHIFT+→	Expend Selection Right	157	Ctrl+End	Move to last cell in worksheet
68	Shift+PgUp	Expend Selection up one screen	158	Ctrl+Shift+Home	Expend selection to first cell in work sheet
69	Shift+PgDn	Expend Selection down one screen	159	Ctrl+Shift+End	Expend selection to last cell in work sheet
70	Alt+Shift+Pg Up	Expend Selection left one screen	160	Alt+Shift+PgDn	Expend Selection right one screen
71	Ctrl+Shift+O	Select Cells with comments	161	Ctrl+Shift+*	Select current region (Ctrl+*)
72	Ctrl+[	Select Direct precedents	162	Ctrl+Shift+{	Select all precedents
73	Ctrl+]	Select Direct dependents	163	Ctrl+Shift+}	Select all dependents
74	Alt+;	Select Visible cells only	164	Shift+F2	Insert or edit comments
75	Esc	Cancel Editing	165	Shift+F10+M	Delete comment
76	Alt+Enter	Start a New line in same Cell	166	Ctrl+Shift+F	Format cell window
77	Ctrl+'	Copy formula from above cell	167	Alt+H+A+C	Align center
78	Ctrl+Shift+"	Copy value from above cell	168	Alt+H+A+L	Align Left
79	Ctrl+Shift+&	Add border around selected cell	169	Alt+H+A+R	Align Right
80	Ctrl+Shift+-	Remove border	170	Alt+H+W	Wrap Text
81	Alt+=	Auto Sum	171	Alt+H+6	Indent

82	Ctrl+`	Formula Display on or off	172	Alt+H+5	Remove Indent
83	Ctrl+Shift+A	Insert formula arguments	173	Alt+H+A+T	Align Top
84	Ctrl+Shift+Enter	Array formula	174	Alt+H+A+M	Align Middle
85	Ctrl+Shift+U	Expand or Collapse formula bar	175	Alt+H+A+B	Align Bottom
86	Ctrl+Enter	Auto Fill Selected Cell	176	Alt+H+F+G	Increase font size one step
87	Alt+H+O+U+S	Hide Active sheet	177	Alt+H+F+K	Decrease font size one step
88	Alt+H+O+U+H	Unhide Active sheet	178	Alt+N+V	Insert Pivot table
89	Alt+I+R	Insert Row	179	Ctrl+PgDn	Jump to next sheet
90	Alt+I+C	Insert Column	180	Ctrl+PgUp	Jump to previous sheet