

The Best Shortcut Keys in Microsoft Excel

Ctrl+Z	Undo
Ctrl+C	Copy,
Enter, Ctrl+V Ctrl+X	Paste, Multiple Paste, Cut
Ctrl+F, Ctrl+H	Find, Find&Replace
Ctrl+P, Ctrl+S, Ctrl+F4, Alt+F4	Print, Save, Close, Close Excel
Ctrl+Arrow	Move to edge of region
Ctrl+ *	Select current region
Ctrl+A	Select all cells
Ctrl+Home Ctrl+End	Select A1, Select last cell in used range
Ctrl+Shift+End	Select from active cell to last cell in used range.
Ctrl+Shift+Home	Select from active cell to A1
Ctrl+Page Down Ctrl+Page Up	Move to the next sheet, Move to the previous sheet
Ctrl+Tab	Move to next open workbook
Ctrl+N	Open new workbook
Shift+F11	Insert new worksheet
Shift+F3	Paste function window

= +FunctionName+Ctrl+A	Insert new function
Alt+F11	Open VBE
Ctrl+Shift+Enter	Array formula
Ctrl+F3, F3	Define name, Paste name
Ctrl+Spacebar Shift+Spacebar	Select columns, Select rows
Ctrl+1, Ctrl+B, Ctrl+U	Format cells, Bold, Underline
Ctrl+; , Ctrl+shift+:	Current date, Current time