

70+ Most Useful Excel Shortcuts You Should Know

Shortcuts play an extremely important role in optimizing your time. Let's learn useful shortcuts in Excel to work effectively with Hoang Ha PC.

What is a Shortcut Key?

In daily computer use, a shortcut key is a sequence of keys or a combination of keys **on the computer keyboard** to call and execute commands in the software.

Most keyboard shortcuts require the user to press a key or a sequence of keys one at a time. While other keyboard shortcuts require pressing and holding multiple keys simultaneously. Depending on the operating system, program, and user settings, keyboard shortcuts will vary.

In this article, we will guide you through the most useful **shortcuts in Excel** . Apply them to your daily work to save time and increase your productivity many times over!



Summary of 70+ Most Useful Excel Shortcuts You Should Know

In addition to the familiar ways to remember shortcuts that are often used such as taking notes or practicing. You can easily remember many more shortcuts simply by classifying them into groups.

Today we will reveal the most useful **shortcuts in Excel** according to categories for you to easily follow and remember.

Working with Ctrl shortcut

CTRL + TAB Switch between open Excel files

CTRL + PAGE UP Switch to the sheet on the left

CTRL + PAGE DOWN Switch to the sheet on the right

CTRL + HOME Move back to the first row and column in the sheet

CTRL + END Move back to the last row and column in the sheet

CTRL + N Create a new file

CTRL + O Open a saved file

CTRL + P Print file

CTRL + S Save page

CTRL + W Close the current Excel page

CTRL + SHIFT + A Insert an extra parenthesis () and arguments after entering the function name

F4 or CTRL + Y Repeat the last action performed

CTRL + C Copy selection

CTRL + D Copy the value from the cell above the current cell into the current cell

CTRL + R Copy data from left to right

CTRL + V Paste the value currently stored in the clipboard

CTRL + X Cut selected part

CTRL + Z Undo the last action

CTRL + DELETE Deletes all text in a line

CTRL + - Delete row, column

CTRL + ; Update date

CTRL + 0 Hide selected columns

CTRL + 1 Calls up the Format Cells dialog box

CTRL + 5 Toggle strikethrough and no strikethrough mode

CTRL + 9 Hide selected rows

CTRL + B Toggle bold

CTRL + I Toggle italics on/off

CTRL + U Toggle underline

CTRL + SHIFT + - Removes the border for the selected cells

CTRL + SHIFT + # Reformat Data type for day, month, year

CTRL + SHIFT + \$ Formats numbers as Currency with two decimal places

CTRL + SHIFT + % Formats the number as Percentage (no decimal places)

CTRL + SHIFT + & Add Outline

CTRL + SHIFT + (Show hidden rows

CTRL + SHIFT + : Enter time

CTRL + SHIFT + ? Format Numer type with two decimal places

CTRL + SHIFT + ^ Formats Exponential numbers with two decimal places

CTRL + SHIFT + ~ Reformat numbers in General style

CTRL + SHIFT + ' Copy the value of the cell above to the cursor position of the current cell

CTRL + SHIFT + = Insert a blank cell or blank row

CTRL + SHIFT + 0 Show selected columns

CTRL + SHIFT + 5 Format as percentage

CTRL + SHIFT + 9 Show selected rows

CTRL + ARROW Move to the last cell containing data before the blank cell

CTRL + SHIFT + END Extend the selection to the last used cell

CTRL + SHIFT + HOME Extend the selection to the beginning of the worksheet

CTRL + SPACEBAR Select all columns

CTRL + ' Copy the value of the cell above to the cursor position of the current cell

CTRL + K Insert a Hyperlink.

Working with the Shift key

List of most useful Excel shortcuts that work with the Shift key:

SHIFT + ARROW Select an area

SHIFT + ENTER Fills the cell with data and moves one position up in the selection

SHIFT + HOME Extend selection to first line

SHIFT + PAGE DOWN Extends the selection down one screen

SHIFT + PAGE UP Extend the selection up one screen

SHIFT + SPACEBAR Select an entire line

SHIFT + F2 Insert comment

SHIFT + TAB Writes data into a cell and moves to the left of the selection.

Working with the Alt key

List of most useful Excel shortcuts that work with the Alt key:

ALT + TAB Switch between programs

ALT + = Call the Auto Sum function

ALT + ENTER Go down one line in the cell

ALT + DOWN ARROW Displays a list of values ??in the current column.

ALT + DP Insert / PivotTable Shortcut

ALT + AE Shortcut Key Data / Text to Column

ALT + DB Data / Subtotal Shortcut

ALT + OHU Show hidden sheet

ALT + OHH Hide sheet

ALT + OCA Auto align column width

ALT + ES Paste Special

ALT + DFF Data / Filter Shortcut

ALT + WF + ENTER View / Freeze or Unfreeze Panes Shortcut

ALT + WS View / Split Shortcut

ALT + N + (Type of chart) Insert chart types.

Office computer configuration 2021 for office workers

- **Mainboard:** Gigabyte H410m-H
- **CPU:** Intel Core I3 10100 Up To 4.3g | 4 Core | 8 Threads
- **Ram:** Lexar 8gb Ddr4 2666mhz (1x8gb)
- **Ssd:** Gigabyte Ssd 240g Sata Iii
- **Power source:** Aerocool Vx Plus 400 400w
- **Case:** Jetek Kamado (No Fans)

This is the minimum configuration for office work. If you want to watch movies or play games at a higher level, you should upgrade this configuration.

These are the 3 most useful groups **of shortcuts in Excel that TipsMake** has made, helping you to easily remember and classify the groups to help you conveniently use these shortcuts. If you find them useful, continue to follow **TipsMake** for more interesting information.

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