

Summary of the most useful Excel keyboard shortcuts you should know

Summarize all the shortcuts in Excel 2003, 2007, 2010, 2013, 2019. Proficiently use Excel with extremely useful shortcuts (Hotkey). Share 100+ Excel keyboard shortcuts that you should know

As you all know, Excel is an extremely popular application used today, from students, students, office workers or to senior professionals. all of them are using Excel to study. and work.

And to use Excel proficiently and professionally, using **keyboard shortcuts in Excel** is a sure thing.

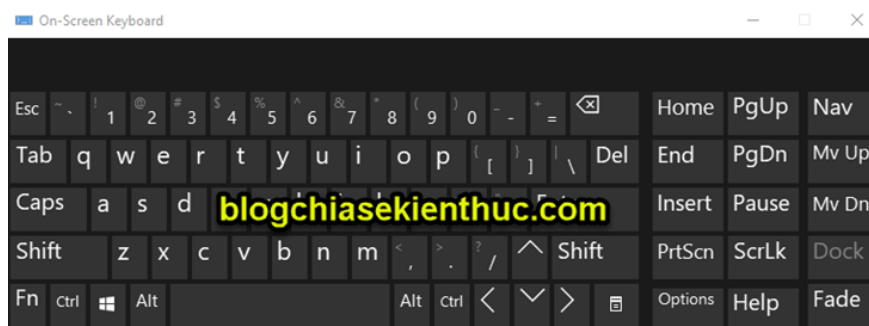
I have not seen a pro Excel that does not use keyboard shortcuts (hotkeys).

Using Excel keyboard shortcuts will help you shorten the operation time a lot, help you work faster, more efficiently and really using these shortcuts is indispensable for a professional accountant. Karma.

A sincere advice for office people, especially accountants: The more you remember the hotkey the better, it will be extremely useful in your work if you know how to take advantage of it.

At first, everyone must be afraid to use keyboard shortcuts, myself too because I am used to manipulating the mouse, but try to practice and consider it a habit and forget the other mouse. everything will be much simpler.

Going to the main problem, this article I will share with you the frequently used shortcuts on Execl, you should open an Excel file and read and follow it at the same time to be more effective.



Basic keyboard shortcuts in Excel you need to know

Applies to all versions of Excel (Excel 2003, Excel 2007... 2019....)

1. Working with the Ctrl key in Excel

STT	SHORT KEYS	FUNCTION
first	Ctrl + F	Find a word, phrase or number quickly.
3	Ctrl + Surname	Search and replace any phrase.
4	Ctrl + O	Open files stored on your computer.
5	Ctrl + FEMALE	Open a new Excel sheet.
6	Ctrl + X	Cut
7	Ctrl + W	Close the work window
8	Ctrl + EASY	If you want to copy the content of the line above to the line below, you just need to place the mouse pointer in the box below and press this shortcut combination.
9	Ctrl + A	Highlight all, similar to black out the entire text in word.
ten	Ctrl + Z	Cancel the last action to return to the previous action.
11	Ctrl + (-)	Delete the highlighted cell, row, column.
twelfth	Ctrl + L or Ctrl + T	Show create table dialog
13	Ctrl + Page up (Page down)	Move quickly between sheets in a spreadsheet.
14	Ctrl + U or Ctrl + 4	Underline text or un-underline text.
15	Ctrl + CHEAP	Copy the contents of the left cell to the right cell.
16	Ctrl + Enter	Fills the current entry in the selected range of cells.
17	Ctrl + Delete	Delete all letters in a line.
18	Ctrl + Q	Shows Quick Analysis option for selected cells that contain data.
19	Ctrl + Y	This command will repeat the last command or action
20	Ctrl + B or Ctrl + 2	Helps you bold or unbold by highlighting words and phrases to be transferred.
21	Ctrl + I or Ctrl + 3	Enable/disable italic mode by highlighting that word or phrase.
22	Ctrl + U or Ctrl + 4	Enable/disable underline mode.
23	Ctrl + 5	Enable/disable centerline mode.
24	Ctrl + 9	Hide rows in spreadsheets.
25	Ctrl + 0	Hide columns in spreadsheets.
26	Ctrl + 8	HIDE/Show outline icon.
27	Ctrl + (;)	Displays the day, month, and year in the cell where you place the mouse pointer.
28	Ctrl + 1	Displays the Cell command in the Format Cells menu.
29	Ctrl + KY	Insert a hyperlink (Hyperlink)
30	Ctrl + (')	Similar to Ctrl +
thirty first	Ctrl + Spacebar	Select all columns in the worksheet.
32	Ctrl + End	Move the mouse pointer to the bottom of the text, on the formula bar.
33	Ctrl + Shift + (#)	Format the Data type for the day, month, and year.
34	Ctrl + Shift + (&)	Create a border for 1 cell, or multiple cells you select.
35	Ctrl + Shift + (-)	Remove the border of the cell.
36	Ctrl + Shift + (~)	Apply the General number format.

STT	SHORT KEYS	FUNCTION
37	Ctrl + Shift + 0	Show hidden columns.
38	Ctrl + Alt + 5, then Tab key several times	This will cycle through floating shapes, such as text boxes or images.
39	Ctrl + Alt + (')	Copy the formula in the cell above the current cell to the cell or Formula Bar.
40	Ctrl + Shift + (_)	Removes outlines from selected cells.
41	Ctrl + Shift + ()	Show hidden lines, as opposed to Ctrl + 9
42	Ctrl + Shift + (:)	Displays the time in the cell where you place the mouse pointer.
43	Ctrl + Shift + (%)	Applies to % format, no decimal places.
44	Ctrl + Shift + (+)	Insert more blank cells above, below, left, right
45	Ctrl + Shift + Page Down	Select the current and next sheet in the workbook
forty six	Ctrl + Shift + Page Up	Select the current and previous sheet in the workbook.
47	Ctrl + Shift + F Or Ctrl + Shift + P	Display Font, font size, font color to change.
48	Ctrl + Shift + A	Insert the () and function arguments after entering the function name into the formula.
49	Ctrl + Shift + Home	Extend cell selection to the top of the sheet
50	Ctrl + Shift + Spacebar	Selects all objects present on the worksheet while an object is selected.
51	Ctrl + Alt + DRAW	Opens a special paste dialog box.
52	Ctrl + Shift + U	Expand or shrink the formula bar
53	Ctrl + Shift + (\$)	Apply the Currency format with two decimal places (negative numbers enclosed in parentheses).
54	Ctrl + Shift + End	Highlight all text in the formula bar, from the position of the mouse pointer to the end.

2. Working with the Shift key in Excel

STT	SHORT KEYS	FUNCTION
first	Shift + F10	Open right-click menu menu
2	Shift + Tab	Has the effect of moving to the previous cell in Excel or the previous option in the dialog box.
3	Shift + F2	Add or edit cell comments
4	Shift + Arrow Keys	Extend cell selection
5	Shift + Enter	Complete a cell entry and select the cell above.
6	Shift + Spacebar	Highlight entire rows in a sheet
7	Shift + F9	Calculate the current sheet.
8	Shift + F3	Perform function insert

3. Working with the Alt key in Excel

STT	SHORT KEYS	FUNCTION
first	Alt + Surname	Go to Tab HOME.
2	Alt + P	Move to the Page Layout tab
3	Alt + FEMALE	Go to the INSERT . Tab
4	Alt + A	Go to DATA . tab
5	Alt + W	Go to the VIEW tab
6	Alt + CODE	Go to the Formulas tab (recipe tab)
7	Alt + F	Open the Office Button window
8	Alt + CHEAP	Move to Review tab tab
9	Alt + Page Down	Move one screen to the right in Excel.
ten	Alt + Page Up	Move one screen to the left in the worksheet.
11	Alt + F11	Open the Microsoft Visual Basic For Applications editing toolkit.
twelfth	ALT + Enter	Newline in a cell.
13	Alt + F8	Create, run, edit, or delete macros.

Above are all the **shortcuts in Excel** that you should know, these shortcuts will be frequently used during your work with Excel, so try to remember a lot to become a real PRO soon. use it in Excel.

Hopefully this article will be useful for you. Good luck with your studies and more success!

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