

Top 25 Excel shortcuts



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Almost everyone uses Excel in some form or fashion in the modern workforce, but many of us may be wasting a little too much time trying to format those pesky spreadsheets. In order to help you work a little bit faster, or maybe more efficiently, we have assembled 25 of the best Excel shortcuts that you need to know.

Top 25 Excel Shortcuts

F2	<p>Edit selected cell</p> <p>By pressing F2, Excel will enter cell edit mode with the cursor at the end of the cell. A hand shortcut for making quick changes.</p>
F4	<p>Repeat the last edit</p> <p>Pressing F4 will repeat your last action or edit. If you want to repaste something again or repeat a formula insert, this key will save time.</p>
CTRL + ALT + F9	<p>Calculates all worksheets</p> <p>Using this Excel shortcut force calculates all worksheets that have open workbooks.</p>
F11	<p>New Chart</p> <p>Using F11 is a handy and quick way to create a new chart without having to navigate through Excel's native toolbars. When you have data selected and press F11, a default chart will automatically appear with the selected data inside.</p>
ALT	<p>Access the ribbon for formulas</p> <p>Pressing the ALT key makes small letters appear on the toolbar ribbons. These are called KeyTips which will help you navigate the ribbons using only your keyboard.</p>
ATL+=	<p>Automatically SUM () selected</p> <p>If you have a block of data and you want to add all of the columns and the rows, using this command will Autosum the data and put all of the equations in one swoop. Make sure you include a spare column on the right and a spare row on the bottom for the summation data</p>
ALT + Enter	<p>Start a new line in the same cell</p> <p>This shortcut is handy for those of us who need to put a lot of data into one cell. It essentially functions as a line break inside of a</p>

	cell. If you need to write a large paragraph inside a worksheet, knowing this function is essential.
ALT + H+O+I	Auto size columns This shortcut functions as more of a sequence. First press Alt + H to navigate to the home tab. Then type O to select the format menu (while still holding Alt). Then type I to autofit the column width.
PG + UP	Go to next worksheet This command switches worksheet tabs to the right.
PG + DOWN	Go to previous worksheet This command switches worksheet tabs to the left.
CTRL+	Display Formulas By using this Excel shortcut, you can quickly switch between displaying a cell's formula and its values in a snap.
CTRL + Backspace	Show active cell If you have absolutely no idea where the active cell your working on is because you scrolled so far, this one is for you. Pressing CTRL + Backspace will quickly navigate your window right back to the active cell.
CTRL + Shift + #	Change date format with day, month and year This shortcut quickly gives you access to the default date format.
CTRL + K	To insert Hyperlink First, you need to select where you want a hyperlink to appear. Then press these keystrokes and the insert hyperlink box appears, making the process that much easier.
CTRL + Shift + &	Applies border to cells Instead of navigating through endless menus, use this Excel shortcut to quickly add borders to the cells you have selected. Borders are generally a good idea to use if you want to organize your worksheet and make it more professional.
CTRL + F12	Open Forgot that the data you needed was in another workbook? Hit this shortcut and quickly navigate to opening another file.
CTRL + Spacebar	Select the entire column Instead of using your mouse to click on the header, use this shortcut to automatically select the entire column that you are working in.
CTRL + A	Select All

	If you are frustrated with your worksheet and just and to start over, use this shortcut to select all and delete. When the frustration abides and you want all your work back, just hit CTRL + Z and your job will be saved.
CTRL + H	Find & Replace If you misspelled a word or just want to replace something with a new something, the find and replace function is the best way to go about it.
CTRL + Right arrow	Move right Essentially, this pages right in your Excel worksheet.
CTRL + Left arrow	Move left This does the same thing as the page right above, except it pages left.
CTRL + Shift + \$	Applies the currency format to the selected cells If you quickly want to change a cell to the currency format, you can select it and hit this shortcut. It will apply to multiple cells as well if you have them selected.
CTRL + Shift + &	Applies border to cells Instead of navigating through endless menus, use this Excel shortcut to quickly add borders to the cells you have selected. Borders are generally a good idea to use if you want to organize your worksheet and make it more professional.
CTRL + Shift + @	Time style This shortcut will give you quick access to the time of day style and allow you to add it into a cell.
CTRL + Shift + !	Number Style Using this will give you access to a cells number style.