

MAGIC & TRICKS FOR EXCEL SHORTCUT

IMPORT SHORTCUT KEY FOR EXCEL

Insert Counting or Date

- Alt + E + I + S

Merge & Center

- Alt + H + M + C

Select Cells

- Shift Key + (Arrow key Left, right, up, down)

Insert Column

- Ctrl + Space (Select Column)
- Ctrl + (+) (Insert Column)

Delete Column

- Ctrl + Space (Select Column)
- Ctrl + (-) (Delete Column)

Insert Row

- Shift + Space (Select Row)
- Ctrl + (+) (Insert Row)

Delete Row

- Shift + Space (Select Row)
- Ctrl + (-) (Delete Row)

Auto Sum

- Alt + (=)

Insert Border

- Alt + H + B + A

Horizontal Center

- Alt + H + A + C

Vertical Center

- Alt + H + A + M

Highlight Color

- Alt + H + H

Font Color

- Alt + H + F + C

Font Size

- Alt + H + F + S

One Sheet to another Sheet

- Ctrl + Page Up or Page Down

Copy and Paste

- Ctrl + C
- Ctrl + V

MAGIC & TRICKS FOR EXCEL SHORTCUT

Cut and Paste

- Ctrl + X (Cut)
- Ctrl + V (Paste)

Insert New Sheet

- Shift + F11

Delete All Data

- Alt + H + E + A

Delete Format

- Alt + H + E + F

Delete Contents

- Alt + H + E + C

Column Width

- Alt + H + O + W

Row Height

- Alt + H + O + H

Find

- Ctrl + F

Replace

- Ctrl + H

Zoom Sheet

- Alt + W + Q + C (After Type Percentage)

Advance Color Formatting

- Alt + O + V + A