# Microsoft Excel Microsoft Excel Icon

# Keyboard Shortcuts

Below are the most frequently used Keyboard shortcuts for Excel. To find out more shortcuts for specific actions search Microsoft Support.

(<https://support.microsoft.com/en-us/topic/keyboard-shortcuts-in-excel-1798d9d5-842a-42b8-9c99-9b7213f0040f?ui=en-us&rs=en-us&ad=us>)

## Frequently used shortcuts

|  |  |
| --- | --- |
| **Action** | **Keyboard Shortcut** |
| Close a workbook | Ctrl+W |
| Open a workbook | Ctrl+O |
| Go to the Home tab | Alt+H |
| Save a workbook | Ctrl+S |
| Copy | Ctrl+C |
| Paste | Ctrl+V |
| Undo | Ctrl+Z |
| Remove cell contents | Delete |
| Choose a fill colour | Alt+H, H |
| Cut | Ctrl+X |
| Go to Insert tab | Alt+N |

|  |  |
| --- | --- |
| **Action** | **Keyboard Shortcut** |
| Bold | Ctrl + B |
| Center align cell contents | Alt+H, A, C |
| Go to Page Layout tab | Alt+P |
| Go to Data tab | Alt+A |
| Go to View tab | Alt+W |
| Open context menu | Shift+F10, or Context key |
| Add borders | Alt+H, B |
| Delete column | Alt+H, D, C |
| Go to Formula tab | Alt+M |
| Hide the selected rows | Ctrl+9 |
| Hide the selected columns | Ctrl+0 |

## Index

Most keyboard shortcuts use a combination of keys to achieve the task. In each table we have included the keyboard shortcuts for the most relevant keyboard layout. Below is an index of the alternative keys between Apple and windows keyboards.

|  |  |
| --- | --- |
| **Apple/Mac Key** | **Windows Key** |
| Control | Ctrl |
| Option option key | Alt |
| Command (cloverleaf) ⌘ | Windows windows |
| Delete | Backspace |
| Return | Enter |

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