



Most Frequently Used Excel Shortcuts

PC Edition

According to Microsoft (and they would know), the most frequently used shortcuts in Excel are all around basic navigation and essential usage. Favorites, like Ctrl+C, Ctrl+V (copy and paste) are present as well as Ctrl+S to save.

However, did you know that Alt+H,B adds borders? There's often a quicker way to do something in Excel, master this one page of shortcuts and watch your productivity soar.

Close a workbook



Center align cell contents



Open a workbook



Go to **Page Layout** tab



Go to the Home tab



Go to **Data** tab



Save a workbook



Go to **View** tab



Copy



Open context menu



Paste



Add borders



Undo



Delete column



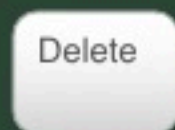
Cut



Go to **Formula** tab



Remove cell contents



Hide the selected rows



Choose a fill color



Hide the selected columns



Go to **Insert** tab



Bold



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The full Microsoft list can be found here:

<https://support.office.com/en-us/article/Keyboard-shortcuts-in-Excel-1798d9d5-842a-42b8-9c99-9b7213f0040f#PickTab=Windows>.