



# Most frequently used Excel Shortcuts

Close a workbook.	Ctrl+W
Open a workbook.	Ctrl+O
Go to the Home tab.	Alt+H
Save a workbook.	Ctrl+S
Copy selection.	Ctrl+C
Paste selection.	Ctrl+V
Undo recent action.	Ctrl+Z
Remove cell contents.	Delete
Choose a fill color.	Alt+H, H
Cut selection.	Ctrl+X
Go to the Insert tab.	Alt+N
Apply bold formatting.	Ctrl+B
Center align cell contents.	Alt+H, A, C
Go to the Page Layout tab.	Alt+P
Go to the Data tab.	Alt+A
Go to the View tab.	Alt+W
Open the context menu.	Shift+F10 or Windows Menu key
Add borders.	Alt+H, B
Delete column.	Alt+H, D, C
Go to the Formula tab.	Alt+M
Hide the selected rows.	Ctrl+9
Hide the selected columns.	Ctrl+0