

# MS Excel Keyboard Shortcuts

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## File & Basic Operations (बेसिक शॉर्टकट्स)

| Shortcut Key | Function / Use                           |
|--------------|------------------------------------------|
| Ctrl + N     | Create a new blank workbook.             |
| Ctrl + O     | Open an existing workbook.               |
| Ctrl + S     | Save the current workbook.               |
| F12          | Open the "Save As" dialog box.           |
| Ctrl + P     | Print the current sheet.                 |
| Ctrl + Z     | Undo the last action.                    |
| Ctrl + Y     | Redo the last undone action.             |
| Ctrl + C     | Copy selected cells.                     |
| Ctrl + X     | Cut selected cells.                      |
| Ctrl + V     | Paste copied or cut cells.               |
| Ctrl + F     | Find specific text or data in the sheet. |

## Formatting Shortcuts (फॉर्मेटिंग शॉर्टकट्स)

| Shortcut Key      | Function / Use                                                   |
|-------------------|------------------------------------------------------------------|
| Ctrl + B / I / U  | Apply <b>Bold</b> , <i>Italic</i> , or <u>Underline</u> to text. |
| Ctrl + Shift + \$ | Apply Currency format to selected cells.                         |
| Ctrl + Shift + %  | Apply Percentage format with no decimal places.                  |
| Alt + H + B + A   | Apply borders to all selected cells (All Borders).               |
| Ctrl + 1          | Open the Format Cells dialog box.                                |
| F4                | Repeat the last formatting action.                               |

## Navigation (नेविगेशन शॉर्टकट्स)

| Shortcut Key        | Function / Use                                         |
|---------------------|--------------------------------------------------------|
| Arrows (↑ ↓ ← →)    | Move one cell up, down, left, or right.                |
| Ctrl + Arrows       | Move to the edge of the current data region.           |
| Ctrl + Home         | Move to the very beginning of the worksheet (Cell A1). |
| Ctrl + End          | Move to the last cell containing data on the sheet.    |
| Page Up / Page Down | Move one screen up or down.                            |
| Ctrl + Page Up/Down | Switch between different worksheets (tabs) in a file.  |
| Alt + Enter         | Start a new line inside the same cell.                 |



## Rows, Columns & Data (रो और कॉलम शॉर्टकट्स)

| Shortcut Key                   | Function / Use                                       |
|--------------------------------|------------------------------------------------------|
| <b>Shift</b> + <b>Space</b>    | Select the entire row.                               |
| <b>Ctrl</b> + <b>Space</b>     | Select the entire column.                            |
| <b>Ctrl</b> + <b>+</b> (Plus)  | Insert a new row or column (if row/col is selected). |
| <b>Ctrl</b> + <b>-</b> (Minus) | Delete selected rows or columns.                     |
| <b>Ctrl</b> + <b>9</b>         | Hide selected rows.                                  |
| <b>Ctrl</b> + <b>0</b>         | Hide selected columns.                               |



## Formulas & Advanced (फार्मूला शॉर्टकट्स)

| Shortcut Key                          | Function / Use                                     |
|---------------------------------------|----------------------------------------------------|
| <b>Alt</b> + <b>=</b>                 | AutoSum (Automatically insert the SUM formula).    |
| <b>F2</b>                             | Edit the active cell and put cursor at the end.    |
| <b>Shift</b> + <b>F3</b>              | Insert a function (opens the Function Dialog Box). |
| <b>Ctrl</b> + <b>Shift</b> + <b>L</b> | Turn data filters ON or OFF quickly.               |
| <b>Ctrl</b> + <b>;</b> (Semicolon)    | Insert the current date into the cell.             |
| <b>Ctrl</b> + <b>Shift</b> + <b>:</b> | Insert the current time into the cell.             |

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