



Unveiling the Magic of Keyboard Shortcuts in Excel

Microsoft Excel is a powerful tool that helps analyze, organize, and visualize data. However, this dynamic tool can seem overwhelming at times, and an important question to ask is, “How do you make Excel work for you?”

One hidden feature about Excel is that it incorporates keyboard shortcuts to expedite your workflow. Keyboard shortcuts in Excel are combinations of keys that, when pressed in order or at the same time, trigger a specific function or command. A comma sign (,) in a shortcut means you need to press the keys in order. A plus sign (+) between the keys indicates the need to press multiple keys at the same time.

Understanding and utilizing these quick and easy shortcuts can significantly reduce time spent in repetitive tasks and maintain your sanity. For instance, the **Alt+O+A** shortcut selects all cells within a range and offers instant formatting options. Below you will find a list of 25 more Excel shortcuts to save you time.

25 EXCEL SHORTCUTS FOR WINDOWS

Ctrl + A	Select all data
Ctrl + E	Flash Fill
Ctrl + T	Insert table
Alt + =	Autosum
Ctrl + Shift + +	Add row
Ctrl + -	Delete row
Alt + ;	View hidden columns/rows
Ctrl + 0	Hide columns
Ctrl + 9	Hide rows
Ctrl + N	Open new workbook
Shift + Space	Select entire row
Ctrl + Space	Select entire column
Ctrl + Home	Go to top left cell
Ctrl + End	Go to bottom right cell
Shift + ←↑↓→	Multiselect columns/rows
Ctrl + Shift + ←↑↓→	Select across table/range
Alt, H, O, I	Autofit column width

Alt, H, O, A	Autofit row height
Alt, O, A	Format data
Ctrl + Q	Quick Analysis toolbar
Ctrl + Pg Up	Toggle right tabs
Ctrl + Pg Dn	Toggle left tabs
F4	Absolute/relative reference
F9	Refresh
Ctrl + ;	Current date

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