

Advance Excel Shortcut Keys

Command to	Window shortcut
Create New Workbook	Ctrl + N
Open already saved a workbook	Ctrl + O
Close opened workbook	Ctrl + F4
Close Excel	Alt + F4
Move to Next in Ribbon Control	TAB
Move to previous in Ribbon Control	Shift + TAB
Apply and Remove the Filter	Ctrl + Shift + L
Open Selected cell filter option	Alt + ↓
Select option or Checkbox within the filter options	Space Key
Insert Table in the Selected cell	Ctrl + T
Select Table Row	Shift + Space Key
Select Table Column	Ctrl + Space Key
Insert "Total Row" in a table	Ctrl + Shift + T
Drag and Cut cell value	Drag with mouse and drop where you want to paste
Drag and Copy cell value	Ctrl + Drag
Drag and Insert cell value	Shift + Drag
Drag and Insert Copy cell value	Ctrl + Shift + Drag
Drag and Cut worksheet	Drag with mouse and drop where you want to paste
Drag and Create duplicate Worksheet	Ctrl + Drag
Select active cell	Shift + Backspace
Show active cell	Ctrl + Backspace
Cancel selection	Esc
Select Direct Precedent	Ctrl + [
Select All Precedent	Ctrl + Shift + {
Select Direct Dependent	Ctrl +]
Select All Dependent	Ctrl + Shift + }
Display "Go To" Dialog Box	Ctrl + G
Select All cell with comments	Ctrl + Shift + O
Select visible cell only	Alt + ;
Edit Active Cell	F2
Insert or Edit comments	Shift + F2
Start a new line in the same cell	Alt + Enter
Select one character Right within the active cell	Shift + →
Select one character Left within the active cell	Shift + ←
Select one word Left within the active cell	Ctrl + Shift + →
Select one word Right within the active cell	Ctrl + Shift + ←
Only move one word from left to right	Ctrl + →
Only move one word from right to Left	Ctrl + ←
Select from end to beginning	Shift + Home
Select from beginning to end	Shift + End