

## EXCEL 2016 KEYBOARD SHORTCUTS

To Do This	Press
Close a spreadsheet	Ctrl+W
Open a spreadsheet	Ctrl+O
Go to the <b>Home</b> tab	Alt+H
Save a spreadsheet	Ctrl+S
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Remove cell contents	Delete key
Choose a fill color	Alt+H, H
Cut	Ctrl+X
Go to <b>Insert</b> tab	Alt+N
Bold	Ctrl+B
Center align cell contents	Alt+H, A, then C
Go to <b>Page Layout</b> tab	Alt+P
Go to <b>Data</b> tab	Alt+A
Go to <b>View</b> tab	Alt+W
Open context menu	Shift+F10, or Context key
Add borders	Alt+H, B
Delete column	Alt+H,D, then C
Go to <b>Formula</b> tab	Alt+M
Hide the selected rows	Ctrl+9
Hide the selected columns	Ctrl+0