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CTRL + D (i.e. Ctrl+ Down)Ctrl+DSearch the current sheet.Ctrl+FGo to a certain area.Ctrl+GFind and replace.Ctrl+HPuts italics on all cells in the highlighted section.Ctrl+IInserts a hyperlink.Ctrl+KPrint the current sheet.Ctrl+PFill Right.Ctrl+PFill Right.Ctrl+Saves the open worksheet.Ctrl+SUnderlines all cells in the highlighted section.Ctrl+UPastes everything copied onto the clipboard.Ctrl+VCloses the current workbook.Ctrl+WCut all cells within the highlighted section.Ctrl+XRepeats the last entry.Ctrl+YUndo the last action.Ctrl+ZChanges the format of the selected cells.Ctrl+1Bolds all cells in the highlighted section.Ctrl+2Puts italics all cells in the highlighted section.Ctrl+3Underlines all cells in the highlighted section.Ctrl+4Puts a strikethrough all cells in the highlighted section.Ctrl+5Shows or hides objects.Ctrl+6Shows or hides the toolbar.Ctrl+7Toggles the outline symbols.Ctrl+8Hides rows.Ctrl+9Hides columns.Ctrl+0Excel Shortcuts List (Top 50)S.No.DescriptionExcel Shortcuts1To create a new workbookCtrl + N2To open an existing workbookCtrl + O3To save a workbook/spreadsheetCtrl + S4To close the current workbookCtrl + W5To close ExcelCtrl + F46To move to the next sheetCtrl + PageDown7To move to the previous sheetCtrl + PageUp8To go to the Data tabAlt + A9To go to the View tabAlt + W10To go the Formula tabAlt + M11To edit a cellF212To copy and paste cellsCtrl + C, Ctrl + V13To italicize and make the font boldCtrl + I, Ctrl + B14To center align cell contentsAlt + H + A + C15To fill colorAlt + H + H16To add a borderAlt + H + B17To remove outline borderCtrl + Shift + _18To add an outline to the select cellsCtrl + Shift + &19To move to the next cellTab20To move to the previous cellShift + Tab21To select all the cells on the rightCtrl + Shift + Right arrow22To select all the cells on the leftCtrl + Shift + Left Arrow23To select the column from the selected cell to the end of the tableCtrl + Shift + Down Arrow24To select all the cells above the selected cellCtrl + Shift + Up Arrow25To select all the cells below the selected cellCtrl + Shift + Down Arrow26To add a comment to a cellShift + F227To delete a cell commentShift + F10 + D28To display find and replaceCtrl + H29To activate the filterCtrl + Shift + L, Alt + Down Arrow30To insert the current dateCtrl + Shift + ;31To insert current timeCtrl + Shift + :32To insert a hyperlinkCtrl + k33To apply the currency formatCtrl + Shift + \$34To apply the percent formatCtrl + Shift + %35To go to the Tell me what you want to do boxAlt + Q36To select the entire rowShift + Space37To select the entire columnCtrl + Space38To delete a columnAlt+H+D+C39To delete a rowShift + Space, Ctrl + 40To hide selected rowCtrl + Shift + 941To unhide selected rowCtrl + Shift + 942To hide a selected columnCtrl + 043To unhide a selected columnCtrl + Shift + 044To group rows or columnsAlt + Shift + Right arrow45To ungroup rows or columnsAlt + Shift + Left arrow46To group pivot table itemsAlt + Shift + Right arrow47To ungroup pivot table itemsAlt + Shift + Left arrow48To hide pivot table itemsCtrl + 49To create a pivot chart on the same sheetAlt + F150To create a pivot chart on a new worksheetF11Basic Excel Formulas=SUM(C2:C5)=MIN(E2:E5)=MAX(E2:E5)=AVERAGE(C2:C5)=COUNT(E2:E5)=POWER(D2/100,2)=CEILING(F2,1)=FLOOR(F2,1)ModulusCONCATENATELENREPLACELEFT, RIGHT, MIDUPPPER, LOWER, PROPERNOW(TODAY()TIME(HOUR, MINUTE, SECONDDATEDIFVLOOKUPDate & Time Excel Formulas & FunctionsFunctionsExcel FormulasDescriptionDATE=DATE(year,month,day)Returns the serial number of a particular dateDATEVALUE=DATEVALUE(date, text)Converts a date in the form of text to a serial numberDAY=DAY(serial number)Converts a serial number to a day of the monthHOUR=HOUR(serial number)Converts a serial number to an hourMINUTE=MINUTE(serial number)Converts a serial number to a minuteMONTH=MONTH(serial number)Converts a serial number to a monthNOW=NOW()Returns the serial number of the current date and timeSECOND=SECOND(serial number)Converts a serial number to a secondTIME=TIME(hour,minute,second)Returns the serial number of a particular timeTIMEVALUE=TIMEVALUE(time, text)Converts a time in the form of text to a serial numberTODAY=TODAY()Returns the serial number of todays dateYEAR=YEAR(serial number)Converts a serial number to a yearDAYS360=DAYS360(start_date,end_date,method)Calculates the number of days between two dates based on a 360-day yearEDATE=EDATE(start_date,months)Returns the serial number of the date that is the indicated number of months before or after the start dateEOMONTH(start_date,months)Returns the serial number of the last day of the month before or after a specified number of monthsNETWORKDAYS=NETWORKDAYS(start_date,end_date,[holidays])Returns the number of whole workdays between two datesNETWORKDAYS.INTL(start_date,end_date,[weekend],[holidays])Returns the number of whole workdays between two dates using parameters to indicate which and how many days are weekend daysWEEKDAY=WEEKDAY(serial number,[return_type])Converts a serial number to a day of the weekWEEKNUM=WEEKNUM(serial number,[return_type])Converts a serial number to a number representing where the week falls numerically with a yearWORKDAY=WORKDAY(start_date,days,[holidays])Returns the serial number of the date before or after a specified number of workdaysWORKDAY.INTL=WORKDAY.INTL(start_date,days,weekend,holidays)Returns the serial number of the date before or after a specified number of workdays using parameters to indicate which and how many days are weekend daysYEARFRAC=YEARFRAC(start_date,end_date,basis)Returns the year fraction representing the number of whole days between start_date and end_dateLookup & Reference Excel FormulasFunctionsExcel FormulasDescriptionADDRESS=ADDRESS(row_num, column_num, [abs_num], [a1], [sheet_text])Returns a reference as text to a single cell in a worksheetCOLUMN=COLUMN([reference])Returns the column number of a referenceCOLUMNS=COLUMNS(array)Returns the number of columns in a referenceHLOOKUP=HLOOKUP(lookup_value,table_array,row_index_num,[range_lookup])Looks in the top row of an array and returns the value of the indicated cellINDEX=INDEX(array,row_num,[column_num]) 2 typesUses an index to choose a value from a reference or arrayINDIRECT=INDIRECT(ref_text,[a1])Returns a reference indicated by a text valueMATCH=MATCH(lookup_value,lookup_array,match_type)Looks up values in a reference or arrayOFFSET=OFFSET(reference,rows,cols,height,width)Returns a reference offset from a given referenceROW=ROW([reference])Returns the row number of a referenceROWS=ROWS(array)Returns the number of rows in a referenceVLOOKUP=VLOOKUP(lookup_value,table_array,col_index_num,[range_lookup])Looks in the first column of an array and moves across the row to return the value of a cellCHOOSE=CHOOSE(index_num,value1,value2,)Chooses a value from a list of valuesCHPTVDSATA=GETPIVOTDATA(data_field,pivot, table_field,item,Returns data stored in a Pivottable reportHYPERLINK=HYPERLINK(link_location,friendly_name)Creates a shortcut or jump that opens a document stored on a network server, an intranet, or the InternetTRANSPOSE=TRANSPOSE(array)Returns the transpose of an arrayAREAS=AREAS(reference)Returns the number of areas in a referenceText Excel Formulas & FunctionsFunctionsExcel FormulasDescriptionEXACT=EXACT(text1, text2)Checks to see if two text values are identicalLOWER=LOWER(text)Converts text to lowercasePROPER=PROPER(text)Capitalizes the first letter in each word of a text valueTRIM=TRIM(text)Removes spaces from textUPPER=UPPER(text)Converts text to uppercaseCHAR=CHAR(number)Returns the character specified by the code numberCLEAN=CLEAN(text)Removes all nonprintable characters from textCODE=CODE(text)Returns a numeric code for the first character in a text stringDOLLAR=DOLLAR(number,decimals)Converts a number to text, using the \$ (dollar) currency formatFIXED=FIXED(number,decimals,no_commas)Formats a number as text with a fixed number of decimalsPHONETIC=PHONETIC(reference)Extracts the phonetic (furigana) characters from a text stringREPT=REPT(text,number_times)Repeats text a given number of timesSUBSTITUTE=SUBSTITUTE(text,old_text,new_text,instance_num)Substitutes new text for old text in a text stringT=T(value)Converts its arguments to textVALUE=VALUE(text)Converts a text argument to a numberASC=ASC(text)Changes full-width (double-byte) English letters or katakana within a character string to half-width (single-byte) charactersBAHTTEXT=BAHTTEXT(number)Converts a number to text, using the (baht) currency formatMost Common Excel Formulas & FunctionsFunctionsExcel FormulasDescriptionFIND=FIND(find_text,within_text,start_num)Finds one text value within another (case-sensitive)LEFT=LEFT(text,num_chars)Returns the leftmost characters from a text valueLEN=LEN(text)Returns the number of characters in a text stringMID=MID(text,start_num,num_chars)Returns a specific number of characters from a text string starting at the position you specifyREPLACE=REPLACE(old_text,start_num,num_chars,new_text)Replaces characters within textRIGHT=RIGHT(text,num_chars)Returns the rightmost characters from a text valueSEARCH=SEARCH(find_text,within_text,start_num)Finds one text value within another (not case-sensitive)Excel All FormulasSUM Excel Formula=SUM(number1, [number2])AVERAGE Excel Formula=AVERAGE(number1, [number2]),MAX & MIN Excel Formula=MAX(A2:A5)=MIN(A2:A5)COUNT & COUNTAFormulas:COUNT(value1, [value2]),IFExcel Formula :IF(logical test, [value if true], [value if false])TRIMExcel Formula := TRIM (A1)LENExcel Formula := LEN (text)CONCATENATEExcel Formula :CONCATENATE(text1, [text2]),For Engineering Excel Formulas & FunctionsFunctionsExcel FormulasDescriptionCONVERT=CONVERT(number,from_unit,to_unit)Converts a number from one measurement system to anotherDELTA=DELTA(number1,number2)Tests whether two values are equalERF=ERF(lower_limit,upper_limit)Returns the error functionERFC=ERFC(x)Returns the complementary error functionGESTEP=GESTEP(number,step)Tests whether a number is greater than a threshold valueERF.PRECISE=ERF.PRECISE(X)Returns the error functionERFC.PRECISE=ERFC.PRECISE(X)Returns the complementary ERF function integrated between x and infinityBESSELJ=BESSELJ(x,n)Returns the modified Bessel function In(x)BESSELJ=BESSELJ(x,n)Returns the Bessel function Jn(x)BESSELK=BESSELK(x,n)Returns the modified Bessel function Kn(x)BESSELY=BESSELY(x,n)Returns the Bessel function Yn(x)BIN2DEC=BIN2DEC(number)Converts a binary number to decimalBIN2HEX=BIN2HEX(number,places)Converts a binary number to hexadecimalDEC2OCT=DEC2OCT(number,places)Converts a decimal number to octalHEX2BIN=HEX2BIN(number,places)Converts a hexadecimal number to binaryHEX2DEC=HEX2DEC(number)Converts a hexadecimal number to decimalHEX2OCT=HEX2OCT(number,places)Converts a hexadecimal number to octalIMABS=IMABS(inumber)Returns the absolute value (modulus) of a complex numberIMAGINARY=IMAGINARY(inumber)Returns the imaginary coefficient of a complex numberMARGUMENT=IMARGUMENT(inumber)Returns the argument theta, an angle expressed in radiansIMCONJUGATE=IMCONJUGATE(inumber)Returns the complex conjugate of a complex numberIMCOS=IMCOS(number)Returns the cosine of a complex numberIMDIV=IMDIV(number1,number2)Returns the quotient of two complex numbersIMEXP=IMEXP(number)Returns the exponential of a complex numberIMLN=IMLN(number)Returns the natural logarithm of a complex numberIMLOG10=IMLOG10(number)Returns the base-10 logarithm of a complex numberIMLOG2=IMLOG2(number)Returns the base-2 logarithm of a complex numberIMPOWER=IMPOWER(number,number)Returns a complex number raised to an integer powerIMPRODUCT=IMPRODUCT(number1,number2,)Returns the product of complex numbersIMREAL=IMREAL(number)Returns the real coefficient of a complex numberIMSIN=IMSIN(number)Returns the sine of a complex numberIMSORT=IMSORT(number)Returns the square root of a complex numberIMSUB=IMSUB(inumber1,inumber2)Returns the difference between two complex numbersIMSUM=IMSUM(inumber1,inumber2,)Returns the sum of complex numbersOCT2BIN=OCT2BIN(number,places)Converts an octal number to binaryOCT2DEC=OCT2DEC(number)Converts an octal number to decimalOCT2HEX=OCT2HEX(number,places)Converts an octal number to hexadecimalSum FunctionThe sum function is one of the most used excel functions when it comes to computing data on Excel. This function works to sum a group of numbers in a specific set of cells. This means you dont need to type a long cumbersome formula just to calculate the sum of all the data you need. Because of its popularity, newer versions of Microsoft Excel have a button specifically for this function.TEXT FunctionText function is a useful tool that helps convert a date (or number) into a text string in a particular format. It falls in the category of string formulas that converts numerical values to a string. It is handy when users need to view numeric data in a readable format. Take note that the TEXT formula only works to convert numeric values to text.You can download the Excel Formulas List in PDF format using the link given below.RELATED PDF FILESHow can financial brands set themselves apart through visual storytelling? 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