

Excel Keyboard Shortcuts Cheat Sheet – Raisin George

A practical reference for working faster in spreadsheets

GENERAL ESSENTIALS

Copy – Ctrl + C
Cut – Ctrl + X
Paste – Ctrl + V
Paste Special – Ctrl + Alt + V
Undo – Ctrl + Z
Redo – Ctrl + Y
Find – Ctrl + F
Replace – Ctrl + H
Spellcheck – F7
Repeat last action – F4

WORKBOOK & WORKSHEET

New workbook – Ctrl + N
Open workbook – Ctrl + O
Save – Ctrl + S
Save As – F12
Print – Ctrl + P
Insert new worksheet – Shift + F11
Next worksheet – Ctrl + Page Down
Previous worksheet – Ctrl + Page Up
Close workbook – Ctrl + F4
Close Excel – Alt + F4

NAVIGATION

Move one cell – Arrow keys
Jump to edge of data – Ctrl + Arrow
Top of worksheet – Ctrl + Home
Last used cell – Ctrl + End
Next screen – Page Down
Previous screen – Page Up

Screen right – Alt + Page Down

Screen left – Alt + Page Up

SELECTION

Select entire row – Shift + Space

Select entire column – Ctrl + Space

Select current region – Ctrl + A

Extend selection – Shift + Arrow

Select to edge of data – Ctrl + Shift + Arrow

Select visible cells only – Alt + ;

EDITING

Edit active cell – F2

New line in same cell – Alt + Enter

Insert hyperlink – Ctrl + K

Fill down – Ctrl + D

Fill right – Ctrl + R

Insert today's date – Ctrl + ;

Insert current time – Ctrl + Shift + :

Flash Fill – Ctrl + E

FORMATTING

Format Cells dialog – Ctrl + 1

Bold – Ctrl + B

Italic – Ctrl + I

Underline – Ctrl + U

Wrap text – Alt + H, W

Center align – Alt + H, A, C

Add border – Ctrl + Shift + &

Remove border – Ctrl + Shift + -

NUMBER FORMATS

General – Ctrl + Shift + ~

Number – Ctrl + Shift + !

Date – Ctrl + Shift + #

Time – Ctrl + Shift + @

Currency – Ctrl + Shift + \$
Percentage – Ctrl + Shift + %

FORMULAS

Start formula – = or +
Toggle absolute/relative references – F4
AutoSum – Alt + =
Insert Function dialog – Shift + F3
Show formulas – Ctrl + `
Calculate workbook – F9
Full calculation – Ctrl + Alt + F9

ROWS & COLUMNS

Insert row or column – Ctrl + +
Delete row or column – Ctrl + -
Hide column – Ctrl + 0
Hide row – Ctrl + 9
Unhide row – Ctrl + Shift + 9
Group rows/columns – Alt + Shift + →
Ungroup rows/columns – Alt + Shift + ←

PIVOT TABLES

Create Pivot Table – Alt + N, V
Select entire Pivot Table – Ctrl + A
Group Pivot items – Alt + Shift + →
Ungroup Pivot items – Alt + Shift + ←

DIALOG BOX NAVIGATION

Next field – Tab
Previous field – Shift + Tab
Next tab – Ctrl + Tab
Previous tab – Ctrl + Shift + Tab
Confirm – Enter
Cancel / Close – Esc

TOP 10 SHORTCUTS TO LEARN FIRST

Ctrl + C – Copy

Ctrl + V – Paste

Ctrl + Alt + V – Paste Special

Ctrl + Z – Undo

Ctrl + F – Find

Ctrl + H – Replace

Ctrl + Space – Select column

Shift + Space – Select row

Ctrl + Arrow – Jump to data edge

Alt + = – AutoSum