

# Excel Keyboard Shortcuts

The shortcuts office workers use most. Windows shown; on Mac use Cmd instead of Ctrl for most of them.

## Basics

| Shortcut            | What it does        |
|---------------------|---------------------|
| Ctrl + C / X / V    | Copy / cut / paste  |
| Ctrl + Alt + V      | Paste Special       |
| Ctrl + Z / Ctrl + Y | Undo / redo         |
| Ctrl + S            | Save                |
| F12                 | Save As             |
| Ctrl + F            | Find                |
| Ctrl + H            | Find and replace    |
| Ctrl + P            | Print               |
| Ctrl + N / Ctrl + O | New / open workbook |
| Ctrl + W            | Close workbook      |

## Move around

| Shortcut              | What it does                 |
|-----------------------|------------------------------|
| Ctrl + Arrow key      | Jump to the edge of the data |
| Ctrl + Home           | Go to cell A1                |
| Ctrl + End            | Go to the last used cell     |
| Ctrl + Page Down / Up | Next / previous sheet        |
| Ctrl + G (or F5)      | Go to a cell or range        |
| Alt                   | Show ribbon key tips         |

## Select

| Shortcut             | What it does                    |
|----------------------|---------------------------------|
| Ctrl + Shift + Arrow | Select to the edge of the data  |
| Shift + Arrow        | Extend selection by one cell    |
| Ctrl + Space         | Select the whole column         |
| Shift + Space        | Select the whole row            |
| Ctrl + A             | Select the current region / all |

## Edit cells

| Shortcut            | What it does                           |
|---------------------|----------------------------------------|
| F2                  | Edit the active cell                   |
| Alt + Enter         | New line inside a cell                 |
| Ctrl + Enter        | Fill all selected cells with the entry |
| Ctrl + D / Ctrl + R | Fill down / fill right                 |
| Ctrl + ;            | Insert today's date                    |
| Ctrl + Shift + ;    | Insert the current time                |
| Ctrl + E            | Flash Fill                             |
| Ctrl + + / Ctrl + - | Insert / delete cells, rows or columns |
| Shift + F11         | Insert a new sheet                     |

## Format

| Shortcut          | What it does                    |
|-------------------|---------------------------------|
| Ctrl + 1          | Format Cells dialog             |
| Ctrl + B / I / U  | Bold / italic / underline       |
| Ctrl + Shift + \$ | Currency format                 |
| Ctrl + Shift + %  | Percent format                  |
| Ctrl + Shift + !  | Number with thousands separator |
| Ctrl + Shift + ~  | General format                  |
| Alt, H, O, I      | AutoFit column width            |

## Formulas

| Shortcut   | What it does                             |
|------------|------------------------------------------|
| =          | Start a formula                          |
| Alt + =    | AutoSum                                  |
| F4         | Toggle \$ absolute / relative references |
| Shift + F3 | Insert Function dialog                   |
| Ctrl + `   | Show / hide formulas                     |
| F9         | Calculate now                            |

## Data, tables and charts

| Shortcut         | What it does                             |
|------------------|------------------------------------------|
| Ctrl + T         | Create a table                           |
| Ctrl + Shift + L | Turn filters on / off                    |
| Alt + Down Arrow | Open a filter or drop-down list          |
| Alt + F5         | Refresh the selected pivot table / query |
| Ctrl + Alt + F5  | Refresh all                              |
| Alt + F1         | Insert a chart of the selected data      |
| Ctrl + K         | Insert a link                            |
| F7               | Spell check                              |