Excel Shortcuts

General Shortcuts

Description	Shortcut
Create a new workbook -	Ctrl + N
Open an existing workbook -	Ctrl + O
Save the workbook -	Ctrl + S
Print the workbook -	Ctrl + P
Close the current workbook -	Ctrl + W
Copy selected cells -	Ctrl + C
Cut selected cells -	Ctrl + X
Paste copied/cut cells -	Ctrl + V
Undo last action -	Ctrl + Z
Redo last undone action -	Ctrl + Y
Open Find and Replace dialog (Find tab) -	Ctrl + F
Open Find and Replace dialog (Replace tab)-	Ctrl + H
Select all cells in the current sheet -	Ctrl + A
Apply or remove bold formatting -	Ctrl + B
Apply or remove italic formatting -	Ctrl + I
Apply or remove underline formatting -	Ctrl + U
Show or hide the Ribbon -	Ctrl + F1
Open the Format Cells dialog -	Ctrl + Shift + F

Navigation Shortcuts

Description	Shortcut
Move one cell up, down, left, or right -	Arrow Keys
Move to the edge of data region (up/down/left/right)-	Ctrl + Arrow Key
Select cells in the direction of arrow-	Shift + Arrow Key
Move to the beginning of the worksheet -	Ctrl + Home
Move to the last cell with data -	Ctrl + End
Move one screen up -	Page Up
Move one screen down -	Page Down
Move one screen to the left -	Alt + Page Up
Move one screen to the right -	Alt + Page Down
Go to a specific cell -	F5
Open the Go To dialog box -	Ctrl + G

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Data Entry and Editing

Description	Shortcut
Edit the active cell	F2
Fill down from the cell above	Ctrl + D
Fill right from the cell on the left	Ctrl + R
Fill selected cells with the current entry	Ctrl + Enter
Start a new line within a cell	Alt + Enter
Insert the current date	Ctrl + ; (semicolon)
Insert the current time	Ctrl + Shift + : (colon)
Delete selected cells/rows/columns	Ctrl + - (minus)
Insert cells/rows/columns	Ctrl + Shift + + (plus)
Toggle AutoFilter for the table	Ctrl + Shift + L

Formula Shortcuts

Description	Shortcut
Start a formula	= (equal sign)
Insert the SUM function	Alt + = (equals)
Enter an array formula	Ctrl + Shift + Enter
Toggle showing formulas in cells	Ctrl + ` (backtick)
Expand or collapse the formula bar	Ctrl + Shift + U
Calculate all worksheets	F9
Calculate the active worksheet	Shift + F9
Open the Insert Function dialog	Alt + M + F
Go to the cell that a formula refers to	Ctrl + [
Go to cells that reference the current cell	Ctrl +]

Formatting Shortcuts

Description	Shortcut
Open the Format Cells dialog	Ctrl + 1
Apply currency format	Ctrl + Shift + $
Apply percentage format	Ctrl + Shift + %
Apply date format (dd-mm-yyyy)	Ctrl + Shift + #
Apply time format (hh AM/PM)	Ctrl + Shift + @
Apply exponential number format	Ctrl + Shift + ^
Apply a border around the selected cells	Ctrl + Shift + &
Remove the border from the selected cells	Ctrl + Shift + _

Description	Shortcut
Apply general number format	Ctrl + Shift + ~
Open the Fill Color dropdown	Alt + H + H
Open the Font dropdown	Alt + H + F

Selection and Highlighting

Description	Shortcut
Select the entire row	Shift + Space
Select the entire column	Ctrl + Space
Select the entire worksheet	Ctrl + Shift + Space
Select to the edge of the data region	Ctrl + Shift + Arrow Key
Add to the selection	Shift + F8
Select the entire worksheet	Ctrl + A (twice)

Worksheet Shortcuts

Description	Shortcut
Move to the next worksheet	Ctrl + Page Down
Move to the previous worksheet	Ctrl + Page Up
Insert a new worksheet	Shift + F11
Hide the selected rows	Ctrl + 9
Hide the selected columns	Ctrl + 0
Unhide hidden rows	Ctrl + Shift + 9
Unhide hidden columns	Ctrl + Shift + 0

PivotTable Shortcuts

Description	Shortcut
Open the Create PivotTable dialog	Alt + N + V
Select the entire PivotTable	Alt + J + T
Expand the selected item in a PivotTable	Alt + Shift + Right Arrow
Collapse the selected item in a PivotTable	Alt + Shift + Left Arrow
Refresh the PivotTable	Alt + F5
Refresh all PivotTables in the workbook	Ctrl + Alt + F5

Working with Charts

Description	Shortcut
Create a chart with the selected data	F11
Create an embedded chart with the selected data	Alt + F1
Open the Chart Tools	Alt + J + C
Create a chart title using the labels in the selection	Ctrl + Shift + F3
Open the list of chart elements	Alt + Down Arrow

Miscellaneous Shortcuts

Description	Shortcut
Open the Spelling check	F7
Open the Paste Special dialog	Alt + E + S
AutoFit column width	Alt + H + O + I
Open the Remove Duplicates dialog	Alt + A + M
Insert a hyperlink	Ctrl + K