

50+ Excel Keyboard Shortcuts

The printable cheat sheet — pin it beside your screen

excelguru.io

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NAVIGATION

Ctrl + Arrow	Jump to edge of data
Ctrl + Home	Go to cell A1
Ctrl + End	Go to last used cell
Ctrl + PgDn / PgUp	Next / prev sheet
Ctrl + G or F5	Go To (named jump)
Ctrl + Backspace	Scroll to active cell
Ctrl + F	Find on sheet

SELECTION

Ctrl+Shift+Arrow	Select to edge of data
Ctrl + A	Select region / sheet
Shift + Space	Select entire row
Ctrl + Space	Select entire column
Ctrl+Shift+End	Select to last used cell
Shift + Arrow	Extend selection one cell
Ctrl + Click	Add non-adjacent cells

EDITING & ENTRY

F2	Edit cell in place
Ctrl + Enter	Fill whole selection at once
Alt + Enter	New line inside a cell
Ctrl + D	Fill down
Ctrl + R	Fill right
Ctrl + ;	Insert today's date
Ctrl + Shift + ;	Insert current time
Ctrl + Z / Ctrl + Y	Undo / redo
Ctrl + '	Copy formula from above

FORMULAS

Alt + =	AutoSum
F4	Cycle \$A\$1 abs / rel refs
Ctrl + `	Show all formulas
F9	Recalculate all workbooks
Shift + F9	Recalculate active sheet
Ctrl+Shift+Enter	Legacy array formula
F3	Paste a name into formula

FORMATTING

Ctrl + 1	Format Cells dialog
Ctrl + B / I / U	Bold / italic / underline
Ctrl + Shift + \$	Currency format
Ctrl + Shift + %	Percent format
Ctrl + Shift + #	Date format
Ctrl + Shift + !	Thousands format
Ctrl + Shift + &	Add border
Ctrl + Shift + _	Remove border
Alt + H, H	Fill colour menu

ROWS, COLUMNS & CELLS

Ctrl + Shift + +	Insert cells/rows/cols
Ctrl + -	Delete cells / rows / cols
Ctrl + 9	Hide selected rows
Ctrl + Shift + 9	Unhide rows
Ctrl + 0	Hide selected columns
Alt + H, O, I	Auto-fit column width
Alt + H, O, A	Auto-fit row height

DATA, FILTERS & WORKBOOKS

Ctrl + Shift + L	Toggle filters
Ctrl + T	Convert range to Table
Alt + A, S, S	Sort dialog
Ctrl + N	New workbook
Ctrl + S	Save
Ctrl + W	Close workbook
Ctrl + Tab	Switch open workbooks
Ctrl + P	Print / print preview

MAKE THEM STICK

1. Circle 5 shortcuts to master this week.
2. Use only those 5 — even when the mouse feels faster.
3. Circle 5 more next week. Repeat.
4. Within a month, they're automatic.

YOUR FIRST FIVE

Ctrl + Arrow	jump
Ctrl + Shift + Arrow	select
F2	edit
Ctrl + 1	format
F4	\$ refs