



Excel Shortcut Reference Sheet

Navigation Shortcuts

Go to end of contiguous range	Ctrl + Arrow keys
Select a cell range	Shift + Arrow keys
Highlight contiguous range	Shift + Ctrl + Arrow keys
Move to beginning of line	Home
Move to cell "A1"	Ctrl + Home
Move to cell above	Shift + Enter
Move to cell below	Enter
Move cell to the right	Tab
Delete cell / Selection	Delete
Show formulas / Values	Ctrl + ~

Text and Cell Formatting

Bold	Ctrl + B
Italicize	Ctrl + I
Underline	Ctrl + U
Format Cell	Ctrl + 1
Copy	Ctrl + C
Paste	Ctrl + V
Paste Formats	Alt V S T
Paste Formulas	Alt V S F
Paste Values	Alt V S V
Cut	Ctrl + X
Undo	Ctrl + Z
Re-do	Ctrl + Y
Delete cell entirely	Ctrl + "Minus Sign"
Delete all cell attributes	Alt E A A
Insert a comment	Shift + F2
Delete cell comment	Alt H E M
Outside outline border	Alt H B S
No border	Alt H B N
Format into number with 2 decimals	Ctrl + Shift + 1
Format selection into time format	Ctrl + Shift + 2
Format selection into a date format	Ctrl + Shift + 3
Format selection into a currency format	Ctrl + Shift + 4
Format selection into a percentage	Ctrl + Shift + 5

Spreadsheet Shortcuts

Toggle Excel workbooks	Ctrl + Tab
Split screen	Alt + W + S
Freeze pane	Alt + W + F + F
New workbook	Ctrl + N
Print / Print Preview	Ctrl + P
Open workbook	Ctrl + O
Save workbook	Ctrl + S
Hide / Restore Ribbon	Ctrl + F1
Close window	Ctrl + W
Close program	Ctrl + Q
Save As	F12

Important Shortcuts

Excel Options	Alt F T
Recalculate workbook	F9
Show the in-cell drop down	Alt + ↓
Display "Name" box	Ctrl F3
Enter array formula	Shift + Ctrl + Enter
Repeat last action	F4

Auditing Shortcuts

Trace immediate precedents	Alt M P
Trace immediate dependents	Alt M D
Remove tracing arrows	Alt M A A
Track changes	Alt R G
Zoom to selection	Alt W G
Go to precedent cell	Ctrl + [
Go to dependent cell	Ctrl +]
Go back to original cell	F5 + Enter
"Go to" window	F5

Worksheet Shortcuts

Move / Copy a worksheet	Alt E M
Change a worksheet name	Alt H O R
Change worksheet color	Alt H O T
Moving to the left worksheet	Ctrl + Pg Up
Moving to the right worksheet	Ctrl + Down
Insert worksheet	Alt I W

Row/Column Shortcuts

Select column	Ctrl + Space
Select row	Shift + Space
Delete row(s) / Column(s)	Ctrl + "Minus Sign"
Insert Row	Alt I R
Insert Column	Alt I C
Group / ungroup rows and columns	Shift + Alt + →
Ungroup rows and columns	Shift + Alt + ←
Fit column width	Alt H O I
Fit column height	Alt H O A

Data Entry Shortcuts

Select All	Ctrl + A
Fill Down	Ctrl + D
Fill right	Ctrl + R
Find	Ctrl + F
Replace	Ctrl + H
Flash Fill	Ctrl + E
Edit cell	F2
Insert AutoSum formula	Alt + "Plus Sign"
Insert hyperlink	Ctrl + K

Inside Cell Shortcuts

Return line in same cell	Alt + Enter
Highlight within cells	Shift + Arrow keys
Highlight contiguous items	Shift + Ctrl + Arrow keys
Anchor "Fix" Cells	F4
Cancel a cell entry	ESC
Inspect cell values in cell edit mode	F9

Excel Functionalities

Insert a pivot table	Alt N V
Insert a data table	Alt D T
Add Filter to selection	Alt A T
Sort a table	Alt D S
Record a Macro	Alt L R S

