Excel Keyboard Shortcuts

Windows cheat sheet · 50 shortcuts

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Basics

Ctrl + N	Create a new workbook
Ctrl + O	Open a workbook
Ctrl + S	Save the workbook
Ctrl + P	Print the workbook
Shift + F11	Insert a new worksheet

Edit

Ctrl + Z	Undo the last action
Ctrl + Y	Redo or repeat the last action
Ctrl + F	Find content in the worksheet
Ctrl + H	Replace content in the worksheet
Ctrl + Plus	Insert blank cells, rows, or columns (Ctrl+Shift+Plus on the main keyboard)
Ctrl + Minus	Delete the selected cells, rows, or columns
Ctrl + D	Fill down from the cell above
Ctrl + R	Fill right from the cell to the left
Ctrl + Alt + V	Open Paste Special (e.g. paste values only)
Ctrl + E	Fill in data automatically with Flash Fill

Data entry

F2	Edit the active cell
Ctrl + ;	Insert the current date
Ctrl + Shift + :	Insert the current time
Alt + Enter	Start a new line within the same cell

Format

Ctrl + 1	Open the Format Cells dialog
Ctrl + B	Apply or remove bold formatting
Ctrl + I	Apply or remove italic formatting
Ctrl + U	Apply or remove underline formatting
Ctrl + Shift + ~	Apply the General number format
Ctrl + Shift + &	Apply an outline border to selected cells
Ctrl + Shift + _	Remove all borders from selected cells

Data

Ctrl + Shift + L	Toggle filters for the current range
Ctrl + 9	Hide selected rows
Ctrl + Shift + 9	Unhide rows in selection
Ctrl + 0	Hide selected columns
Ctrl + Shift + 0	Unhide columns in selection (may be blocked by the Windows language-switch hotkey)
Ctrl + T	Create a table from the selected range

Formulas

Alt + =	Insert AutoSum
Ctrl + `	Show or hide formulas
F4	Repeat the last command or cycle reference types in a formula
F9	Calculate all worksheets in all open workbooks
Shift + F9	Calculate the active worksheet only
F3	Paste a defined name into a formula
Alt then M then M then D	Define a name to use in formulas
Ctrl + '	Copy the formula from the cell above

Navigate

Ctrl + Arrow key	Move to the edge of the current data region
Ctrl + Home	Move to the beginning of the worksheet
Ctrl + End	Move to the last used cell
Ctrl + Page Up *or* Ctrl + Page Down	Move between worksheets
Tab	Move to the next cell
Shift + Tab	Move to the previous cell

Select

Shift + Spacebar	Select the entire row
Ctrl + Spacebar	Select the entire column

Insert

F11	Create a chart on a new sheet
Alt + F1	Insert a chart on the current sheet