



Excel shortcut cheat sheet (Windows)

Action	Keys
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Paste Special	Ctrl + Alt + V
Fill Down	Ctrl + D
Fill Right	Ctrl + R
Flash Fill	Ctrl + E
Select Current Region or Entire Sheet	Ctrl + A
Move to Edge of Data	Ctrl + Up
Select to Edge of Data	Ctrl + Shift + Up
Select Entire Column	Ctrl + Space
Select Entire Row	Shift + Space
Move to Next Sheet	Ctrl + PageDown
Move to Previous Sheet	Ctrl + PageUp
Extend Selection to Next Sheet	Ctrl + Shift + PageDown
Extend Selection to Previous Sheet	Ctrl + Shift + PageUp
Go To	F5
Find	Ctrl + F
Replace	Ctrl + H
Move Up Within Selection	Shift + Enter
Move Left Within Selection	Shift + Tab
Go to A1	Ctrl + Home
Go to Last Row and Column Cell	Ctrl + End
Extend Selection to A1	Ctrl + Shift + Home
Extend Selection to Last Used Cell	Ctrl + Shift + End
Undo	Ctrl + Z
Redo	Ctrl + Y
Insert Current Date	Ctrl + ;
Edit Cell	F2
Clear Cell Contents	Delete
AutoSum	Alt + =
New Line in Cell	Alt + Enter
Insert/Edit Comment	Shift + F2
Repeat Last Action	F4
Insert Hyperlink	Ctrl + K
Insert Current Time	Ctrl + :

Action	Keys
Copy Formula from Cell Above	Ctrl + '
Toggle Formula View	Ctrl + `
Toggle Reference Type	F4
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Format Cells Dialog	Ctrl + 1
Apply Comma Style	Ctrl + Shift + 1
Copy Value from Cell Above	Ctrl + Shift + 2
Apply Date Format	Ctrl + Shift + 3
Apply Currency Format	Ctrl + Shift + 4
Apply Percentage Format	Ctrl + Shift + 5
Apply Outside Border	Ctrl + Shift + 6
Insert Function	Shift + F3
New Workbook	Ctrl + N
Open Workbook	Ctrl + O
Save	Ctrl + S
Save As	F12
Print	Ctrl + P
Close Workbook	Ctrl + W
Insert New Worksheet	Shift + F11
Insert Cells/Rows/Columns	Ctrl + Shift + +
Delete Cells/Rows/Columns	Ctrl + -
Hide Row	Ctrl + 9
Hide Column	Ctrl + 0
Unhide Row	Ctrl + Shift + 9
Unhide Column	Ctrl + Shift + 0
Toggle AutoFilter	Ctrl + Shift + L
Create Table	Ctrl + T
Open Filter Menu	Alt + Down
Select Visible Cells Only	Alt + ;
Recalculate Workbook	F9
Recalculate Sheet	Shift + F9
Refresh All	Ctrl + Alt + F5
Create Embedded Chart	Alt + F1

Alt techniques

Action	Alt sequence
Paste Values	Alt, E, S, V, Enter
Paste Formulas	Alt, E, S, F, Enter
Paste Formats	Alt, E, S, T, Enter
AutoFit Column Width	Alt, H, O, I
AutoFit Row Height	Alt, H, O, A
Apply All Borders	Alt, H, B, A
Top and Thick Bottom Border	Alt, H, B, C

Action	Alt sequence
Freeze Panes	Alt, W, F, F
View Excel Side by Side	Alt, W, N -> Win+Left / Win+Right
Insert Row	Alt, I, R
Insert Column	Alt, I, C
Group Rows or Columns	Alt, D, G, G
Ungroup Rows or Columns	Alt, D, G, U