

# Excel Keyboard Shortcuts Cheat Sheet

## Navigation & Selection

Ctrl + Arrow Keys – Jump to data edges  
Ctrl + Home – Go to A1  
Ctrl + End – Last used cell  
Shift + Arrow Keys – Select  
Ctrl + Space – Select column  
Shift + Space – Select row  
Ctrl + A – Select table/sheet  
Ctrl + Page Up/Page Down – Switch sheets

## Editing & Entry

F2 – Edit cell  
Ctrl + Enter – Fill selected cells  
Ctrl + D – Fill Down  
Ctrl + R – Fill Right  
Ctrl + ; – Insert date  
Ctrl + Shift + : – Insert time  
Ctrl + Backspace – Return to active cell

## Formatting

Alt H N N – Number format  
Alt H N C – Currency  
Alt H N P – Percentage  
Alt H 0 – Increase decimals  
Alt H 9 – Decrease decimals  
Ctrl + B – Bold  
Ctrl + I – Italic  
Ctrl + U – Underline  
Alt H A C – Center align  
Alt H A L – Left align  
Alt H A R – Right align  
Alt H A M – Middle align  
Alt H W – Wrap text  
Alt H B A – All borders  
Alt H B T – Thick border

## Tables, Sorting, Filtering

Ctrl + T – Create Table  
Ctrl + Shift + L – Toggle Filters  
Alt A S S – Sort A→Z  
Alt A S O – Sort Z→A  
Alt A T – Total Row

## Find, Replace, Cleanup

Ctrl + F – Find  
Ctrl + H – Replace  
F5 – Go To  
Ctrl + ` – Show formulas  
Alt H E F – Clear Formats

Alt H E A – Clear All

### **Insert Tools**

Alt N C – Column Chart  
Alt N Q – Line Chart  
Alt N P – Pie Chart  
Alt N H – Shapes

### **Saving & File Management**

Ctrl + S – Save  
F12 – Save As  
Ctrl + O – Open  
Ctrl + N – New workbook

### **Freeze, View & Windows**

Alt W F F – Freeze Panes  
Alt W F T – Freeze Top Row  
Alt W F C – Freeze First Column  
Alt W S – Split  
Alt W N – New window  
Alt W A – Arrange windows

### **Protection**

Alt R P S – Protect Sheet  
Alt R P W – Protect Workbook  
Alt R U S – Unprotect Sheet  
Alt R U W – Unprotect Workbook

### **Flash Fill & Quick Tools**

Ctrl + E – Flash Fill  
Alt H I R – Insert Row  
Alt H I C – Insert Column  
Alt H D R – Delete Row  
Alt H D C – Delete Column