

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