

EXCEL SHORTCUTS CHEATSHEET



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GENERAL

Ctrl	P	Print
Ctrl	S	Save Workbook
Ctrl	C	Copy
Ctrl	X	Cut
Ctrl	V	Paste
Ctrl	Z	Undo
Ctrl	Y	Redo
Ctrl	E	Flash Fill
Ctrl	K	Insert Hyperlink
Ctrl	N	New workbook
Ctrl	O	Open workbook
F11		Chart in new worksheet
F4		Repeat
Ctrl	W	Close workbook
Alt	F4	Close Excel

NAVIGATION

Alt	PgDn	One screen right
Alt	PgUp	One screen left
PgUp		One screen up
PgDn		One screen down
Ctrl	→	Right edge of data region
Ctrl	←	Left edge of data region
Home		Beginning of row
Ctrl	End	Last cell
Ctrl	Home	First cell
Ctrl	Tab	Switch Worksheets
Alt	U, V	Toggle Full Screen

WORKBOOK

Shift	F11	New worksheet
Ctrl	PgDn	Next worksheet
Ctrl	PgUp	Previous worksheet
F6		Next pane
Shift	F6	Previous pane
Ctrl	Tab	Next workbook
Ctrl	Shift	Previous workbook
Ctrl	F9	Minimize workbook
Ctrl	F10	Maximize workbook
Ctrl	F6	Switch Between Open Workbooks

FORMATTING

Alt	H	A	C	Align center
Alt	H	A	L	Align left
Alt	H	A	R	Align right
Alt	H	F	G	Increase font size
Alt	H	F	K	Decrease font size
Ctrl	Shift	\$		Currency Format
Ctrl	Shift	%		Percentage Format
Ctrl	Shift	^		Scientific Nb Format
Ctrl	Shift	#		Date Format
Ctrl	Shift	@		Time Format
Ctrl	Shift	!		Number Format
Ctrl	;			Insert Current Date

FORMATTING

Ctrl	:	Insert Current Time	
Ctrl	B	Bold	
Ctrl	I	Italic	
Ctrl	U	Underline	
Ctrl	Shift	C	Format Painter
Ctrl	+	Insert Rows/Columns	
Ctrl	-	Delete Rows/Columns	
Ctrl	1	Format Cells Dialog Box	
Ctrl	D	Autofill Down	
Ctrl	R	Autofill Right	
Ctrl	Shift	7	Apply Cell Borders
Ctrl	Shift	-	Remove Borders

DATA ANALYSIS

Alt	D	,	T		Data Table
Alt	A	,	S	, G	Goal Seek
Alt	T	,	I		Solver Add-in
Alt	A	,	B		Subtotal Function
Alt		,	L		Consolidate Data
Ctrl	Q				Autofill Right
Alt	A	,	C		Remove Filter