

Keyboard shortcuts in Excel

Unlocking the Power of Excel

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I recommend NOT trying to memorize Excel keyboard shortcuts, as there are many of them, and it can be overwhelming. Instead, focus on gaining experience by using Excel regularly, and when you encounter a repetitive task, take a moment to search for a relevant shortcut. Many shortcuts are available to speed up your work, and you can easily find them with a quick Google search or by asking ChatGPT. Over time, you'll naturally become familiar with the most useful shortcuts for your specific needs, leading to increased efficiency and productivity.

Copying, Cutting, and Pasting

- CTRL+C Copy selected cells
- CTRL+V Paste copied cells
- CTRL+X Cut selected cells

Undoing/Redoing Actions

- CTRL+Z Undo the last action
- CTRL+Y Redo the most recent actions

Formatting

- CTRL+B Apply or remove bold formatting
- CTRL+I Apply or remove italic formatting
- CTRL+U Apply or remove underline formatting

Finding and Replacing

- CTRL+F Find text or value in the current worksheet
- CTRL+H Find and replace text or value in the current worksheet

Inserting

- CTRL+K Insert a hyperlink
- CTRL+N Create a new workbook
- CTRL+T Insert a new table

Saving and Printing

- CTRL+S Save the current workbook
- CTRL+P Print the current workbook

Sheets

- CTRL+Move sheet..... Copy sheet
- Double-click on sheet name..... Rename sheet

Navigating

- Arrow keys Move the cursor one cell in the direction of the arrow
- Page Up/Page Down Move the cursor up or down one screen at a time
- CTRL+Arrow key Move the cursor to the edge of the current data region
- CTRL+Home Move to the beginning of a worksheet
- CTRL+End Move to the last cell on a worksheet
- Right-click on the navigation arrows List of all sheets

Editing

- F2 Edit the contents of the active cell
- CTRL+; Enter the current date in the active cell ★
- CTRL+SHIFT+: Enter the current time in the active cell
- ALT+Enter Insert a line break within a cell ★
- CTRL+D Fill down the contents of the selected cell or cells
- CTRL+R Fill right the contents of the selected cell or cells

Inserting and Deleting Cells

- CTRL+- Delete cells, rows, or columns
- CTRL+SHIFT++ Insert a new row above the active cell ★

Selecting

- SHIFT+Space Select the entire row
- CTRL+Space Select the entire column
- CTRL+A Select the current region (Range)
- CTRL+Shift+L Toggle the filter on and off for a selected range of cells ★

Formulas

- F4 Toggle cell references ★
- F9 Evaluate formula part
- Shift+F3 Insert function
- Ctrl+Shift+Enter Array formula
- Ctrl+~ Show formulas/values
- Ctrl+' Copy formula above
- Alt+= Auto-sum cells

References and Resources

- [Keyboard shortcuts in Excel - Microsoft Support](#) 🌟
- [Excel Shortcuts - List of Keyboard Shortcut Keys for PC & Mac \(corporatefinanceinstitute.com\)](#)
- [Financial Modeling Keyboard Shortcuts | Excel Cheat Sheet \(PDF\) \(wallstreetprep.com\)](#)

Happy Excel 🍀