

Excel Shortcut Keys - Comprehensive Guide

Basic Navigation

- Arrow Keys: Move one cell up, down, left, or right
- Ctrl + Arrow Key: Jump to the edge of the data region (Windows)
- Command + Arrow Key: Jump to the edge of the data region (macOS)
- Ctrl + Home: Move to the beginning of the worksheet
- Ctrl + End: Move to the last cell with data

Selection and Editing

- Shift + Arrow Keys: Extend the selection one cell
- Ctrl + Shift + Arrow Keys: Extend the selection to the edge of the data region
- Ctrl + A: Select the entire worksheet
- Ctrl + C: Copy
- Ctrl + X: Cut
- Ctrl + V: Paste
- Ctrl + Z: Undo
- Ctrl + Y: Redo

Formatting

- Ctrl + 1: Open the Format Cells dialog box
- Ctrl + B: Apply bold formatting
- Ctrl + I: Apply italic formatting
- Ctrl + U: Apply underline formatting
- Alt + Enter: Insert a line break within a cell

Formulas

- = (Equals): Start a formula
- Alt + = (Equals): Insert the SUM function
- Ctrl + ` (Grave Accent): Toggle display of formulas and values

File and Worksheet Management

- Ctrl + N: Create a new workbook

- Ctrl + S: Save the workbook
- Ctrl + P: Open the Print dialog box
- Ctrl + Page Up/Page Down: Move between worksheets
- Shift + F11: Insert a new worksheet

Data Management

- Ctrl + T: Create a table
- Ctrl + Shift + L: Apply or remove a filter
- Alt + Down Arrow: Open the drop-down menu for a filtered cell
- Ctrl + ; (Semicolon): Enter the current date
- Ctrl + Shift + : (Colon): Enter the current time

Find and Replace

- Ctrl + F: Open the Find dialog box
- Ctrl + H: Open the Replace dialog box