

Microsoft Excel Keyboard Shortcuts Cheat Sheet

Navigation

| Shortcut | Action |
|------------------------|-----------------------------|
| Ctrl+Arrow Keys | Jump to edge of data region |
| Ctrl+Home | Go to cell A1 |
| Ctrl+Page Up/Page Down | Switch between worksheets |

Editing

| Shortcut | Action |
|--------------------------|-------------------------------|
| Ctrl+C / Ctrl+X / Ctrl+V | Copy / Cut / Paste |
| Ctrl+Z / Ctrl+Y | Undo / Redo |
| Ctrl+A | Select all cells |
| Ctrl+Shift+Plus / - | Insert / Delete row or column |

Formatting

| Shortcut | Action |
|--------------------------|---------------------------|
| Ctrl+B / Ctrl+I / Ctrl+U | Bold / Italic / Underline |
| Ctrl+1 | Format cells dialog |
| Ctrl+Shift+\$ | Apply currency format |
| Ctrl+Shift+% | Apply percentage format |

Formulas

| Shortcut | Action |
|----------|-------------------------------------|
| = | Start a formula |
| Alt+= | AutoSum |
| Ctrl+` | Show/hide formulas |
| F4 | Toggle absolute/relative references |

Productivity

| Shortcut | Action |
|-----------------------|----------------------------|
| F2 | Edit active cell |
| Ctrl+Space | Select entire column |
| Shift+Space | Select entire row |
| Ctrl+; / Ctrl+Shift+; | Insert current date / time |