Excel 2010 Cheat Sheet

Formatting shortcuts

Bold	CTRL + B
Italic	CTRL + I
Underline	CTRL + U
Format Box	CTRL + 1
Clear cell	ALT + H + E + A
Outline border	SHIFT + CTRL + &
Remove border	SHIFT + CTRL + _
Insert a comment	SHIFT + F2
Copy	CTRL + C
Paste	CTRL + V
Paste Special	ALT H + V + S (ALT + E + S still works)
Cut	CTRL + X
Repeat	CTRL + Y
Undo	CTRL + Z
Delete selected cells	CTRL + Minus sign

Workbook navigation shortcuts

Toggle Excel workbooks	CTRL + TAB
Split Screen	ALT + W + S (F6 to jump from pane to pane)
Freeze pane	ALT + W + F
New workbook	CTRL + N
Print	CTRL + P
Open workbook	CTRL + O (CTRL + F12)
Save workbook	CTRL + S
Activate menu bar	ALT or F10
Min / Restore Ribbon	CTRL + F1
Print preview	ALT + F + W + V (CTRL F2)
Close window	CTRL + W (CTRL + F4)
Close program	ALT + F4

Other useful shortcuts

Excel Options	ALT + F + T
Recalculate all workbooks	F9
Display a drop-down list	ALT + up/down arrow keys
Display "Insert Function" box	ALT + I + F (SHIFT F3)
Display "Name" box	CTRL F3
Enter array formula	SHIFT + CTRL + Enter

Auditing shortcuts

Trace immediate precedents	ALT + M + P
Trace immediate dependents	ALT + M + D
Remove tracing arrows	ALT + M + A + A
Evaluate formula	ALT + M + V
Track changes	ALT + R + G
Zoom to selection	ALT + W + G
Go to precedent cells	CTRL + [
Go to dependent cells	CTRL +]
Go back to original cell	F5 + Enter
"Go to"	F5

Tab navigation

Move/ Copy a tab	ALT + H + O + M
Change tab name	ALT + H + O + R
Moving to left/right tabs	CTRL + Pg Up/Down
New tab	SHIFT + F11

Row/column shortcuts

Select column	CTRL + Space
Select row	Shift + Space
Delete row(s) / column(s)	CTRL + 'minus sign'
Add row(s) / column(s)	CTRL + SHIFT + 'plus sign'
Group/ungroup rows & columns	SHIFT + ALT + left / right arrow key
Fit column width	ALT + H + O + I

Data editing shortcuts

Select All	CTRL + A
Fill Down	CTRL + D
Fill right	CTRL + R
Find	CTRL + F
Replace	CTRL + H
Edit cells	F2
Start a formula	= (equal sign)
Insert AutoSum formula	ALT + "+"

Cell navigation shortcuts

Go to end of contiguous range	CTRL + Arrow keys
Select a cell range	SHIFT + Arrow keys
Highlight contiguous range	SHIFT + CTRL + Arrow keys
Move to beginning of line	Home
Move to cell "A1"	CTRL + Home
Move to cell above	SHIFT + ENTER
Move to cell to the right	TAB
Move to cell to the left	SHIFT + TAB
Delete cell and get inside	BACKSPACE
Delete cell/selection	DELETE
Show formulas/values	CTRL + ~
Fill selection w/ entry	CTRL + Enter

Data editing shortcuts when inside cell

Start new line in same cell	ALT + ENTER
Highlight within cells	SHIFT + Arrow keys
Highlight contiguous items	SHIFT + CTRL + Arrow keys
Delete preceding character	BACKSPACE
Delete character to the right	DELETE
Anchor "Fix" Cells	F4
Cancel a cell entry	ESC

Note: Some third-party utilities, macros and add-ins can overwrite native shortcut keys