

Excel Shortcuts for the highly Efficient

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1 General Shortcuts

ALT + F9	Open VBA tools window
CTRL + N	Open new Workbook
CTRL + P	Open print pre-view
CTRL + ;	Insert current date
CTRL + L	Create table
CTRL + K	Insert hyperlink
CTRL + D	Flash fill from above
CTRL + +	Insert new column/row if entire column/row is selected
CTRL + F	Open find dialog
CTRL + H	Open find & replace dialog

2 Navigation

CTRL + SPACE
SHIFT + SPACE
SHIFT + ↓
SHIFT + CTRL + ↓
CTRL + ↓

Select entire column
Select entire row
Expand cell selection (any arrow key works)
Select all the cells the bottom/left/right/up (any arrow key works)
Jump to the last/first cell in the currently selected column/row (any arrow key works)

3 Formatting

CTRL + B
CTRL + I
CTRL + U
CTRL + 1
CTRL + SHIFT + #
CTRL + SHIFT + &

Make **bold**
Make *italic*
Make underline
Open formatting tool window
Apply date format
Add borders to selection