

# MICROSOFT EXCEL 365

## SHORTCUT CHEAT SHEET



### General Excel Shortcuts

Open a Workbook	CTRL + O
Create a new workbook	CTRL + N
Save a workbook	CTRL + S
Save As	F12
Print a workbook	CTRL + P
Open Print Preview	CTRL + F2
Help	F1
Activate Tell Me field	CTRL + Q
Spell check	F7
Calculate worksheets	F9
Create absolute reference	F4
Close a workbook	CTRL + W
Close Excel	Alt + F4

### Editing Shortcuts

Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Undo	CTRL + Z
Redo	CTRL + Y
Find	CTRL + F
Replace	CTRL + H
Edit Active Cell	F2
Clear All Cell Contents	Delete

### Ribbon Shortcuts

Expand or Collapse the Ribbon	CTRL + F1
Activate Access Keys	Alt
Move to Next Ribbon Control	Tab
Open Selected Control	Spacebar
Accept Control Change	Enter
Open Help for Selected Control	F1

### Formatting Shortcuts

Open Format Dialog Box	CTRL + 1
Bold Format - Add or Remove	CTRL + B
Italic Format - Add or Remove	CTRL + I
Underline - Add or Remove	CTRL + U
Strikethrough - Add or Remove	CTRL + 5
Align Center	ALT + H + A + C
Align Left	ALT + H + A + L
Align Right	ALT + H + A + R
Add Indent	ALT + H + 6
Remove Indent	ALT + H + 5
Select All	CTRL + A
Select Entire Row	Shift + Spacebar
Select Entire Column	CTRL + Spacebar
Hide Selected Rows	CTRL + 9
Hide Selected Columns	CTRL + 0

### Workbook and Worksheet Shortcuts

Insert new worksheet	Shift + F11
Move to next worksheet	CTRL + PgDn
Move to previous worksheet	CTRL + PgUp
Move to next pane	F6
Move to previous pane	Shift + F6
Move to next workbook	CTRL + Tab
Move to previous workbook	CTRL + Shift + Tab
Minimize current workbook window	CTRL + F9
Maximize current workbook window	CTRL + F10
Select adjacent worksheets	Shift + Click
Select non-adjacent worksheets	CTRL + Click
Toggle scroll lock	ScrLK
Toggle full screen	CTRL + Shift + F1



## Excel Navigation Shortcuts

Move Between cells	↑, ↓, ←, →
Move One Cell Right	Tab
Move One Cell Left	Shift + Tab
Move One Cell Up	Shift + Enter
Move One Cell Down	CTRL + W
Move Down One Screen	Page Down
Go to First Cell of Active Row	Home
Enable End mode	End
Move to Cell A1	CTRL + Home
Move to Last Cell	CTRL + End

## Tables and Filters Shortcuts

Insert Table	CTRL + T
Toggle Auto Filter	CTRL + Shift + L
Activate Filter	ATL + ↓
Select Table Row	Shift + Spacebar
Select Table Column	CTRL + Spacebar
Select Entire Table	CTRL + A
Clear Slicer Filter	Alt + C
Toggle Table Total Row	CTRL + Shift + T

## Number Formatting Shortcuts

Apply general format	CTRL + Shift + ~
Apply currency format	CTRL + Shift + \$
Apply percentage format	CTRL + Shift + %
Apply scientific format	CTRL + Shift + ^
Apply date format	CTRL + Shift + #
Apply time format	CTRL + Shift + @
Apply number format	CTRL + Shift + !

## Formula Shortcuts

Toggle absolute and relative references	F4
Open the Insert Function Dialog Box	Shift + F3
Auto SUM selected cells	ATL + =
Toggle formulas on and off	CTRL + `
Insert function arguments	CTRL + Shift + A
Enter array formula	CTRL + Shift + Enter
Calculate worksheets	Alt + C
Calculate active worksheet	CTRL + Shift + T
Force calculate all worksheets	CTRL + Alt + F9
Evaluate part of a formula	F9
Expand or collapse the formula bar	CTRL + Shift + U
Display function arguments dialog box	CTRL + A
Open the Name Manager	CTRL + F3
Define name using row and column labels	CTRL + Shift + F3
Paste name into formula	F3
Accept function with autocomplete	Tab

## Pivot Table Shortcuts

Select entire pivot table	CTRL + A
Toggle pivot table field checkbox	SPACE
Group pivot table items	ATL + Shift + →
Ungroup pivot table items	ATL + Shift + ←
Hide pivot table item	CTRL + -v
Create pivot chart on existing worksheet	ALT + F1
Create pivot chart on new worksheet	F11
Open pivot table wizard	Alt + D + P

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