

Ultimate Excel Shortcuts



Save hours every week with 50+ time-saving keyboard hacks.

**Excel Data
MasterMind with
GenAI**



General & Navigation

Ctrl + N → New workbook
Ctrl + O → Open workbook
Ctrl + S → Save
F12 → Save As
Ctrl + P → Print
Ctrl + Z → Undo
Ctrl + Y → Redo
F4 → Repeat last action / Toggle \$ in formulas when editing
Ctrl + F → Find
Ctrl + H → Find & Replace
F5 / Ctrl + G → Go To
Ctrl + Home → Go to A1
Ctrl + End → Go to last used cell
Ctrl + Arrow Keys → Jump to edge of current region
Ctrl + Shift + Arrow Keys → Select to the edge of current region
Ctrl + Page Up / Page Down → Previous / next worksheet
Shift + F11 → Insert new worksheet
Alt + H + O + R → Rename sheet (opens Rename)
Ctrl + F4 → Close current workbook
Ctrl + Tab → Switch open workbooks
Alt → Show KeyTips for ribbon (then follow letters)

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Selection & Editing

Shift + Space → Select entire row
Ctrl + Space → Select entire column
Ctrl + A → Select all (press again to select sheet used range)
F2 → Edit active cell
Enter / Shift + Enter → Confirm entry and move down / up
Tab / Shift + Tab → Confirm entry and move right / left
Ctrl + Enter → Fill the same entry into all selected cells
Ctrl + D → Fill down
Ctrl + R → Fill right
Ctrl + ' (apostrophe) → Copy formula from cell above
Ctrl + Shift + " (double-quote) → Copy value from cell above
Alt + Enter → Line break within a cell
Ctrl + K → Insert hyperlink
Ctrl + ; → Insert current date (static)
Ctrl + Shift + ; → Insert current time (static)
Ctrl + ; then Space then Ctrl + Shift + ; → Insert current date + time (static timestamp)
=TODAY() → Dynamic date (recalculates)
=NOW() → Dynamic date & time (recalculates)

Rows, Columns & Cells

Ctrl + Shift + + (plus) → Insert cells / rows / columns (dialog)
Ctrl + - (minus) → Delete selected cells / rows / columns
Ctrl + 9 → Hide selected rows
Ctrl + Shift + 9 → Unhide rows

Ctrl + 0 → Hide selected columns
Ctrl + Shift + 0 → Unhide columns (may need OS setting)
Alt + H + O + I → AutoFit column width
Alt + H + O + A → AutoFit row height
Alt + H + O + W → Column Width dialog
Alt + H + O + H → Row Height dialog
Alt + H + E + A → Clear All (contents, formats, comments)
Alt + H + E + F → Clear Formats
Alt + H + E + C → Clear Contents
Alt + H + E + M → Clear Comments/Notes

Number Formats & Alignment (Great for Dashboards)

Ctrl + 1 → Format Cells dialog
Ctrl + Shift + ~ → General format
Ctrl + Shift + ! → Number format with separators
Ctrl + Shift + \$ → Currency format
Ctrl + Shift + % → Percent format
Ctrl + Shift + ^ → Scientific format
Ctrl + Shift + # → Date format
Ctrl + Shift + @ → Time format
Alt + H + 0 / Alt + H + 9 → Increase / Decrease decimals
Alt + H + A + L / C / R → Align Left / Center / Right
Alt + H + A + T / M / B → Vertical Align Top / Middle / Bottom
Alt + H + W → Wrap Text
Alt + H + F + P → Format Painter
Alt + H + F + C → Font color
Alt + H + H → Fill color

Formulas & Calculation

= → Start a formula

F4 (while editing ref) → Toggle relative/absolute refs (\$A\$1 / A\$1 / \$A1 / A1)

Ctrl + ` (grave) → Show/Hide formulas

Alt + = (equals) → AutoSum

Shift + F9 → Calculate active worksheet

F9 → Calculate all open workbooks

Ctrl + Alt + F9 → Force full calculation

Ctrl + Alt + Shift + F9 → Rebuild dependency tree + full calc

Ctrl + Shift + Enter (legacy) → Enter array formula (pre-Dynamic Arrays)

Ctrl + [/ Ctrl +] → Go to direct precedents / dependents

Ctrl + / → Select array in formula (legacy arrays)

Data, Tables, Filters & Validation

Ctrl + T → Create Excel Table (toggle)

Ctrl + L → Create List (legacy – makes a Table)

Ctrl + Shift + L → Toggle AutoFilter

Alt + Down Arrow → Open filter drop-down

Alt + A + M → Remove Duplicates

Alt + D + E → Text to Columns (classic menu)

Ctrl + E → Flash Fill

Alt + A + V + V → Data Validation dialog

Alt + A + Q → Text to Columns (newer path on some builds)

Alt + H + V + V → Paste Values

Ctrl + Alt + V, then V / F / T → Paste Special: Values / Formulas / Formats

Alt + N + V → Insert PivotTable

Alt + F5 → Refresh selected PivotTable

Ctrl + Alt + F5 → Refresh All (queries, pivots, connections)

Alt + N + S + S → Insert Slicer

Alt + A + J / Alt + Shift + Right → Group (Outline)

Alt + A + U / Alt + Shift + Left → Ungroup (Outline)

Charts (Handy for Dashboards)

Alt + F1 → Create chart from selection (embedded)

F11 → Create chart on new sheet

Ctrl + 1 → Format chart/axis/series (Format dialog)

Delete → Delete selected chart element

Ctrl + Arrow Keys → Nudge selected chart object

Shift + Arrow Keys → Nudge more precisely (depends on snap)

Names & References

Ctrl + F3 → Open Name Manager

Ctrl + Shift + F3 → Create names from selection

F3 → Paste Name into a formula

Comments, Notes & Collaboration

Ctrl + F3 → Open Name Manager

Ctrl + Shift + F3 → Create names from selection

F3 → Paste Name into a formula

Window & View

Alt + W + V + F → Freeze Panes menu

Alt + W + Q → Zoom controls

Alt + W + S → New window

Alt + W + A → Arrange windows

Alt + W + M → Split window

Ctrl + F1 → Show/Hide Ribbon

Power Query (Editor & Refresh)

Ctrl + Alt + F5 → Refresh All queries and connections

Alt + A then Y then 2 → Open Queries & Connections pane (most builds)

Enter (Editor) → Confirm step name edit

F2 (Editor) → Rename column/step/query

Ctrl + Z / Ctrl + Y (Editor) → Undo / Redo in Power Query

Ctrl + Click (Editor) → Multi-select non-adjacent columns

Shift + Click (Editor) → Select range of adjacent columns

Ctrl + W (Editor) → Close Power Query Editor window

Ctrl + Shift + = / Ctrl + - (Editor) → Insert / Delete step (via context + hotkeys)

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