

Some of the common keyboard shortcuts to make working in Excel more efficient.

Spreadsheet actions and movement:

- Save: Ctrl-S
- Print: Ctrl-P
- Undo: Ctrl-Z
- Redo: Ctrl-Y
- Jump to Bottom of Data: Ctrl-Down Arrow
- Jump to Top of Data: Ctrl-Up Arrow
- Go to Previous Sheet: Ctrl-Page Up
- Go to Next Sheet: Ctrl-Page Down

Data selection:

- Select All Data in Column: Ctrl-Shift-Down Arrow
- Select Whole Column: Ctrl-Space
- Select All Data in Row: Shift-Space
- Select All Data in Region: Ctrl-A

Data Editing:

- Filter: Ctrl-Shift-L
- Find: Ctrl-F
- Flash Fill: Ctrl-E
- Select Discontinuous Cells: Shift-F8
- Spell Check: F7
- Automatically Add Sum Totals for Columns and/or Rows: Alt=
- Remove Duplicates: Alt-A-M
- Sort A-Z: Alt-A-S-A
- Sort Z-A: Alt-A-S-D
- Delete Row: Ctrl-minus

- Copy Selected Object or Data: Ctrl-D

Data Formatting:

- Format Cells: Ctrl-1
- Create Data Table: Ctrl-T
- Autoformat Data Tables: Alt-O-A
- Format As Currency: Ctrl-Shift-4
- Format As 2 Decimal Place Number: Ctrl-Shift-1