

Workbook

Open File	CTRL + O
New file	CTRL + N
Save file	CTRL + S
Save As	F12**
Toggle Workbooks	CTRL + TAB
Close file	CTRL + F4
Close Excel	ALT + F4

Worksheet

New worksheet	SHIFT + F11
Rename worksheet	ALT + O, H, R
Move to next worksheet	CTRL + PgUp / PgDn
Move / Copy worksheet	ALT + H, O, M
Copy cells	CTRL + C
Cut cells	CTRL + X
Paste cells	CTRL + V
Undo	CTRL + Z
Redo	CTRL + Y
Select All	CTRL + A
Find	CTRL + F
Replace	CTRL + H
Repeat last action	F4**

Navigation

Go to end of boundary	CTRL + →
Go to first cell in row	HOME
Go to cell A1 on sheet	CTRL + HOME
Select multiple cells	SHIFT + →
Select cells to end of boundary	CTRL + SHIFT + →
Select multiple areas	SHIFT + F8

Editing cells

Edit cell	F2**
Delete cell	Delete
Skip word	CTRL + →
Select one word	CTRL + SHIFT + →
Go to first character	HOME
Go to last character	END
Select all text in cell	SHIFT + HOME/END

Display

Freeze / Unfreeze panes	ALT + W, F, F
Open Zoom dialog box	ALT + V, Z

Formulas and Calculations

Anchor a cell / range	F4**
Name a cell / range	CTRL + F3
Jump to cell	F5**
Leave cell without changes	Escape
Paste formulas	ALT + E, S, F
Paste values	ALT + E, S, V
Copy down	CTRL + D
Copy right	CTRL + R

Rows and Columns

Select column	CTRL + Spacebar
Select row	SHIFT + Spacebar
Insert new row	ALT + I, R
Insert new column	ALT + I, C
Delete row / column	CTRL + -
Group rows / columns	ALT + A, G, G
Ungroup rows / columns	ALT + A, U, U
Hide grouped cells	ALT + A, H
Show grouped cells	ALT + A, J

Cell Formatting

Format Cells menu	CTRL + 1
Paste formats	ALT + E, S, T
Change text color	ALT + H, F, C
Change text size	ALT + H, F, S
Border menu	ALT + H, B
Add border	CTRL + SHIFT + &
Delete borders	CTRL + SHIFT + -
Autofit columns	ALT + O, C, A
Change column width	ALT + O, C, W
Format as Table	ALT + H, T
Bold text	CTRL + B
Italics	CTRL + I
Underline	CTRL + U

Number formatting

Add a decimal place	ALT + H, 0
Remove a decimal place	ALT + H, 9
Apply General format	CTRL + SHIFT + ~
Apply Number format	CTRL + SHIFT + !
Apply Time format	CTRL + SHIFT + @
Apply Date format	CTRL + SHIFT + #
Apply Currency format	CTRL + SHIFT + \$
Apply Percentage format	CTRL + SHIFT + %

Formula auditing

Show formulas	CTRL + ~
Trace precedents	ALT + M, P
Trace dependents	ALT + M, D
Remove all traces	ALT + M, A, A
Add / edit comment	SHIFT + F2
Remove comment	ALT + R, D
Show / Hide all comments	ALT + R, A

Pivot Tables

Create Pivot Table	ALT + N, V
Create Pivot Chart	ALT + N, C
Refresh All Pivot Tables	CTRL + ALT + F5
Change PT style	ALT + J, Y, S
Insert banded rows	ALT + J, Y, R
Format PT cells	RMBK*, F
Sort PT cells	RMBK*, S
Create a filter rule for PT	RMBK*, T, S
Remove a filter from PT	RMBK*, T, C
Summarize values by:	ALT + J, T, D
Show values as:	ALT + J, T, A
Open Grouping dialog box	RMBK*, G
Expand entire field	ALT + A, J
Collapse entire field	ALT + A, H
Insert slicer	ALT + J, T, S, L
Add entry to slicer selection	CTRL + Mouse click
Clear slicer selection	ALT + C

*RMBK – Right mouse button key

**Some PCs may require you to press the 'Fn' key with this shortcut

Printing

Print dialog box	CTRL + P
Page Setup	ALT + P, S, P
Print Preview	CTRL + F2
Page Break View	ALT + W, I
Normal View	ALT + W, L
Remove / show gridlines	ALT + W, V, G

Filter, Sort, Validate data

Sort Data	ALT + A, S, S
Sort Data Ascending	ALT + A, S, A
Sort Data Descending	ALT + A, S, D
Add / Remove filter	CTRL + SHIFT + L
Advanced Data Filter	ALT + A, Q
Remove duplicates	ALT, A + M
Validate data	ALT + A, V, V
Goal seek	ALT + A, W, G
Data table	ALT + A, W, T

Charts

Column chart	ALT + N, C
Line chart	ALT + N, N
Pie Chart	ALT + N, Q
Bar Chart	ALT + N, B
Design Tab	ALT + J, C
Layout Tab	ALT + J, A
Format Tab	ALT + J, O

Macros & VBA

Open VBA editor	ALT + F11
Record / Stop Macro	ALT + W, M, R
View Macros	ALT + W, M, V
Use relative references	ALT + W, M, U
Insert form control	ALT + L, I
Run Macro	F2 (in VBA)
Object Browser	F5 (in VBA)