

Advanced Excel Keyboard Shortcuts

Data Management

Ctrl + Shift + L - Toggle filters on/off

Ctrl + ; - Insert current date

Ctrl + Shift + : - Insert current time

Ctrl + Shift + " - Copy value from cell above

Ctrl + D - Fill down

Ctrl + R - Fill right

Alt + Down Arrow - Open drop-down list in data validation cell

Ctrl + Shift + Enter - Enter array formula

Alt + A + M - Remove duplicates

Alt + E + S + V - Paste special values

Formula Auditing & Evaluation

Ctrl + [=] - Show formulas in sheet

Ctrl + Shift + U - Expand/collapse formula bar

Alt + M + V - Evaluate formula

Alt + M + R - Trace precedents

Alt + M + D - Trace dependents

F2 - Edit active cell and position cursor at end

Ctrl + Shift + { - Select all cells directly referred to by formulas

Ctrl + ' - Copy formula from cell above

Ctrl + Shift +) - Select all cells with formulas

Alt + M + A + A - Remove all arrows

Pivot Table Navigation & Control

Alt + N + V - Insert Pivot Table

Alt + J + T - Access PivotTable Analyze tab

Alt + Down Arrow - Expand dropdown in Pivot Field

Alt + Shift + Right Arrow - Expand grouped items

Alt + Shift + Left Arrow - Collapse grouped items

Ctrl + Shift + * - Select entire PivotTable

Alt + F5 - Refresh Pivot Table

Ctrl + Alt + F5 - Refresh all Pivot Tables

Alt + J + Y - Open Value Field Settings

Alt + J + T + B - Insert Pivot Chart

Advanced Formatting

Alt + H + B + A - Apply all borders

Alt + H + H - Fill color

Alt + H + F + C - Font color

Alt + H + F + S - Font size

Alt + E + S + T - Paste formatting only

Ctrl + 1 - Format Cells dialog box

Ctrl + Shift + \$ - Apply currency format

Ctrl + Shift + % - Apply percent format

Ctrl + Shift + ^ - Apply exponential format

Ctrl + Shift + # - Apply date format

Workbook & View Management

Ctrl + F3 - Define Name (Name Manager)

Alt + W + F + F - Freeze panes

Alt + W + G - Toggle gridlines

Alt + W + V + N - Normal view

Alt + W + Q - Zoom dialog

Ctrl + Tab - Switch between open workbooks

Ctrl + F6 - Switch between workbooks

Alt + F11 - Open VBA editor

Alt + F8 - Run Macro

Ctrl + W - Close current workbook