

Excel Formatting Cheat Sheet

Ctrl + 1 - Open the Format Cells dialog.

Ctrl + B - Bold selected text.

Ctrl + I - Italicize selected text.

Ctrl + U - Underline selected text.

Alt + E, S, V - Paste special values.

Alt + H, H - Open Fill Color menu.

Alt + H, F, C - Change font color.

Alt + H, A, C - Center align the text.

Alt + H, W - Wrap text within a cell.

Alt + H, O, I - AutoFit column width.

Alt + H, O, A - AutoFit row height.

Ctrl + Shift + \$ - Apply currency format.

Ctrl + Shift + % - Apply percentage format.

Ctrl + Shift + ^ - Apply scientific notation.

Ctrl + Shift + # - Apply date format.