

Excel Keyboard Shortcuts Cheat Sheet

Navigation

Ctrl + Arrow Keys	Move to the edge of data region
Ctrl + Home	Go to the beginning of the worksheet
Ctrl + End	Go to the last cell with data
Arrow Keys	Move one cell in any direction
Page Up/Page Down	Scroll one screen up/down
Alt + Page Up/Down	Scroll one screen left/right
Tab / Shift + Tab	Move to next/previous cell

Selection

Shift + Arrow Keys	Extend selection by one cell
Ctrl + Shift + Arrow Keys	Extend selection to the edge of data region
Ctrl + A	Select entire worksheet or region
Shift + Space	Select entire row
Ctrl + Space	Select entire column

Data Entry

Ctrl + ;	Insert current date
Ctrl + Shift + :	Insert current time
Ctrl + Enter	Fill selected cells with current entry
Alt + Enter	Start a new line in the same cell

Formatting

Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Alt + E, S, V	Paste Special
Ctrl + 1	Format Cells dialog
Ctrl + Shift + \$	Apply currency format
Ctrl + Shift + %	Apply percentage format

Formulas

=	Start a formula
Alt + =	AutoSum
F4	Repeat last action or toggle absolute/relative reference
Ctrl + `	Toggle show formulas

Working with Rows/Columns

Ctrl + Shift + +	Insert new row or column
Ctrl + -	Delete row or column
Ctrl + 9	Hide rows
Ctrl + 0	Hide columns
Ctrl + Shift + (Unhide rows
Ctrl + Shift +)	Unhide columns

Workbook/Worksheet

Ctrl + N	New workbook
Ctrl + O	Open workbook
Ctrl + S	Save workbook
Ctrl + P	Print workbook
Ctrl + Tab	Switch between open workbooks
Ctrl + Page Up/Down	Switch between worksheets

Miscellaneous

F2	Edit active cell
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + F	Find
Ctrl + H	Replace
F7	Spell check