

EXCEL SHORTCUTS CHEAT SHEET

Get ready to become an Excel wizard!



Editing

Cut	CTRL	+	X		
Copy	CTRL	+	C		
Paste	CTRL	+	V		
Paste Special	CTRL	+	Alt	+	V
Undo	CTRL	+	Z		
Redo	CTRL	+	Y		
Select All	CTRL	+	A		
Clear Cell Content	Delete				
Insert Comment	Shift	+	F2		

Formatting

Open Format Cells Dialog Box	CTRL	+	1		
Bold	CTRL	+	B		
Italic	CTRL	+	I		
Underline	CTRL	+	U		
Number Format	CTRL	+	Shift	+	1
Date Format	CTRL	+	Shift	+	3
Currency Format	CTRL	+	Shift	+	4
Percent Format	CTRL	+	Shift	+	5
Outside Border	CTRL	+	Shift	+	7
Right Click	Windows	+	Shift	+	F10
Toggle Checkboxes	Space				

Calculation

Start Formula	=				
Autosum Formula	Alt	+	=		
Recalculate all Worksheets	F9				
Record a Macro	Alt	+	L	+	R

Insert/Delete Row and Columns

Insert Row/Column	CTRL	+	+
Delete Row/Column	CTRL	+	-

Navigation

Move From Cell To Cell	Arrows				
Select Column	CTRL	+	Spacebar		
Select Row	Shift	+	Spacebar		
Move to Last Cell	CTRL	+	Arrow		
Select Until Last Cell	CTRL	+	Shift	+	Arrow
Open Go to Dialog Box	F5				
Move To Beginning of Row	Home				
Find	CTRL	+	F		
Replace	CTRL	+	H		
Go to Under Freeze Pane	CTRL	+	Home		
Next Sheet Tab	CTRL	+	Page Down		
Previous Sheet Tab	CTRL	+	Page Up		
Get Inside a Drop-down List	Alt	+	Up/Down		
Group Rows/Columns	Alt	+	Shift	+	Right
Ungroup Rows/Columns	Alt	+	Shift	+	Left

Auditing

Inspect Cell Values	F9
Switch to Formula View	CTRL + ~
Select Direct Precedents	CTRL + [
Select Direct Dependents	CTRL +]

Workbook

Show/Hide Ribbon	CTRL	+	F1		
Zoom In	CTRL	+	Alt	+	+
Zoom Out	CTRL	+	Alt	+	-
Close Excel	Alt	+	F4		
Insert Worksheet	Alt	+	Shift	+	F1
Minimize Workbook Window	CTRL	+	F9		
Open New Workbook	CTRL	+	N		
Print	CTRL	+	P		
Save Workbook	CTRL	+	S		
Help	F1				