

Excel keyboard shortcuts

The shortcuts I teach, in one place. These are for Excel on Windows. On a Mac, Cmd usually does the job of Ctrl.

Move around

Ctrl + Arrow	Jump to the edge of your data
Ctrl + Home	Go to cell A1
Ctrl + End	Go to the last used cell
Ctrl + Page Down	Next worksheet
Ctrl + Page Up	Previous worksheet
Ctrl + G or F5	Go To a cell or named range

Select quickly

Ctrl + A	Select everything
Ctrl + Space	Select the whole column
Shift + Space	Select the whole row
Ctrl + Shift + Arrow	Select to the end of your data
Ctrl + Shift + End	Select to the last used cell

Edit and copy

F2	Edit the active cell
Ctrl + Z or Ctrl + Y	Undo / Redo
Ctrl + D	Fill down
Ctrl + R	Fill right
Ctrl + Enter	Fill every selected cell with what you typed
Alt + Enter	Start a new line inside a cell
Ctrl + ;	Today's date
Ctrl + Shift + ;	The current time
Ctrl + Alt + V	Paste Special

Rows and columns

Ctrl + Shift + +	Insert cells, rows or columns
Ctrl + -	Delete cells, rows or columns
Ctrl + 9	Hide the selected rows
Ctrl + 0	Hide the selected columns

Want to learn these hands-on?

I teach shortcuts and much more on my Excel and Power BI courses.
rachel@thebluestaracademy.co.uk | +44 7880 837337 | thebluestaracademy.co.uk

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Formulas

Alt + =	AutoSum
F4	Lock a reference (\$) while editing a formula
Shift + F3	Insert a function
Ctrl + `	Show formulas instead of results
Tab	Accept the suggested function
Ctrl + Shift + U	Expand the formula bar

Format

Ctrl + 1	Format Cells
Ctrl + B / I / U	Bold / Italic / Underline
Ctrl + Shift + \$	Currency format
Ctrl + Shift + %	Percentage format
Ctrl + Shift + !	Number with thousands separator
Ctrl + Shift + #	Date format
Ctrl + Shift + &	Add an outline border
Alt, H, O, I	AutoFit the column width

Data and analysis

Ctrl + T	Turn a list into a Table
Ctrl + Shift + L	Turn filters on or off
Alt + Down Arrow	Open a filter or drop-down list
Ctrl + F or Ctrl + H	Find / Replace
Ctrl + E	Flash Fill
Alt, N, V	Insert a PivotTable
Alt + F1	Chart from the selected data
F11	Chart on its own sheet
Ctrl + Q	Quick Analysis

Files and sheets

Ctrl + S	Save
F12	Save As
Ctrl + P	Print
Ctrl + N or Ctrl + O	New / Open
Ctrl + W	Close the workbook
Shift + F11	Insert a new worksheet
Alt + F8	Run a macro

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