

Excel Keyboard Shortcuts (Windows)

Basic Shortcuts

Shortcut	Function
Ctrl + N	Create new workbook
Ctrl + O	Open workbook
Ctrl + S	Save workbook
Ctrl + P	Print workbook
Ctrl + F4	Close workbook
Alt + F4	Close Excel
F12	Save As

Editing Shortcuts

Shortcut	Function
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select All
F2	Edit active cell
Ctrl + D	Fill down
Ctrl + R	Fill right

Formatting Shortcuts

Shortcut	Function
Ctrl + 1	Format cells dialog
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Alt + H + H	Fill color
Alt + H + B	Add border
Ctrl + Shift + \$	Apply currency format
Ctrl + Shift + %	Apply percentage format
Ctrl + Shift + #	Apply date format

Navigation Shortcuts

Shortcut	Function
Ctrl + Arrow Keys	Move to edge of data region
Ctrl + Home	Move to beginning of worksheet
Ctrl + End	Move to last cell with data
Ctrl + Page Up	Move to previous worksheet
Ctrl + Page Down	Move to next worksheet

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Data Management Shortcuts

Shortcut	Function
Ctrl + T	Create table
Ctrl + L	Create table (alternative)
Ctrl + ;	Insert current date
Ctrl + Shift + :	Insert current time
Ctrl + Shift + L	Toggle autofilters
Alt + Down Arrow	Open autofilter menu
Ctrl + `	Toggle show formulas
Ctrl + Shift + U	Expand/collapse formula bar

Function Shortcuts

Shortcut	Function
Alt + =	AutoSum
Shift + F3	Insert function
Ctrl + Shift + A	Insert function arguments
Ctrl + Shift + Enter	Enter array formula
Ctrl + F3	Define name
Ctrl + K	Insert hyperlink
F4	Repeat last action

Miscellaneous Shortcuts

Shortcut	Function
Ctrl + F	Find
Ctrl + H	Replace
Ctrl + G	Go To
F9	Calculate all worksheets
Ctrl + Alt + F9	Force calculate all worksheets
Ctrl + Shift + F9	Recheck dependent formulas
Alt + F8	Open macro dialog
Alt + F11	Open VBA editor