



YOUR EXCEL BUDDY
LET'S LEARN EVERY ASPECT



Contact Us

9+ Excel Shortcuts Cheat Sheet For Excel Users


OCTOBER 18, 2024 | ETHAN WILLIAMS



Excel is a powerful tool that plays a crucial role in data management, analysis, and reporting across various industries. Whether you are a student, a professional, or a business owner, mastering Excel can significantly enhance your productivity and efficiency. One of the most effective ways to navigate Excel quickly and streamline your workflow is by using keyboard shortcuts.

Keyboard shortcuts allow users to perform tasks swiftly without constantly reaching for the mouse, reducing the time spent on repetitive actions. With over 50 essential shortcuts, this cheat sheet serves as a comprehensive guide for Excel users of all skill levels. From basic functions like formatting and data entry to advanced features such as pivot tables and chart creation, this resource will empower you to work smarter, not harder.


In this cheat sheet, you will find a categorized collection of shortcuts that will help you maximize your Excel experience. Whether you are looking to speed up your data analysis, simplify your reporting tasks, or enhance your overall efficiency, this guide will be your go-to reference for all things Excel. Get ready to transform the way you work with Excel by integrating these invaluable shortcuts into your daily tasks!

Survey for the Users! 

What Is The Biggest Challenge You Face When Starting A New Project?

- Finding the right idea
- Understanding the required tools and techniques
- Gathering and organizing data
- Staying motivated and on track
- Collaborating with others

Vote

 2

What Are Excel Shortcuts?

Excel shortcuts are keyboard combinations or key sequences that allow users to perform commands and functions more quickly than using a mouse or navigating through menus. Instead of clicking through multiple tabs and options on the ribbon, users can execute actions such as formatting cells, entering formulas, or managing data with a simple keystroke or combination of keys.

For example, instead of using the mouse to copy and paste data, users can simply press Ctrl + C to copy and Ctrl + V to paste. This not only speeds up the workflow but also helps to maintain focus on the task at hand.

Why Are Excel Shortcuts Important?

1. Increased Efficiency:

- Using shortcuts can drastically reduce the time spent on repetitive tasks. For example, frequent actions like saving, formatting, or navigating between worksheets can be accomplished in seconds, allowing users to focus on analysis rather than execution.

2. Improved Productivity:

- By minimizing mouse clicks and navigation, shortcuts enable users to complete tasks faster. This can lead to improved productivity, especially for those who work with large datasets or complex spreadsheets regularly.

3. Enhanced Focus:

- Relying on keyboard shortcuts can help users maintain their concentration and flow. The less they have to look away from the screen to use a mouse, the more engaged they remain with their work.

4. Better Workflow:

- Shortcuts facilitate a smoother workflow by enabling users to perform multiple actions quickly without interrupting their train of thought. This is particularly valuable in collaborative environments where efficiency is essential.

5. Accessibility:

- Shortcuts can make Excel more accessible for individuals who may have difficulty using a mouse or prefer keyboard navigation. They allow users to navigate and manipulate spreadsheets effectively without relying solely on pointing devices.

6. **Professional Skill Development:**

- Mastering Excel shortcuts can enhance a user's proficiency and confidence in using the program. This not only contributes to personal development but can also be an impressive skill to showcase in professional settings.

7. **Customization and Personalization:**

- Users can often create custom shortcuts for frequently used commands, further tailoring their experience to suit their specific workflow and needs.

Overall, Excel shortcuts are an essential tool for anyone looking to optimize their use of Excel. By incorporating these shortcuts into daily tasks, users can transform their efficiency and productivity, making data management and analysis more seamless and effective.

Excel Interview Questions: Your Complete Guide to Crack Excel Interviews in 2024

Best 120+ Excel Shortcuts Cheat Sheet For Excel Users

Here is the table with the 120+ Excel shortcuts organized into categories for easier viewing:

Category	Shortcut	Description
General Shortcuts	Ctrl + N	Create a new workbook
	Ctrl + O	Open a workbook

	Ctrl + S	Save a workbook
	Ctrl + W	Close a workbook
	F12	Save As
	Ctrl + F	Open Find dialog
	Ctrl + H	Open Replace dialog
	Ctrl + P	Open Print dialog
	Ctrl + Z	Undo action
	Ctrl + Y	Redo action
	Alt + Enter	Start a new line in the same cell
	Ctrl + F1	Hide/Unhide ribbon
	Alt + F4	Close Excel
Navigating Worksheets	Ctrl + Page Up/Page Down	Move between worksheets
	Ctrl + Arrow Keys	Move to the edge of data regions
	Ctrl + Home	Move to the beginning of a worksheet
	Ctrl + End	Move to the last used cell
	Ctrl + G (or F5)	Go to a specific cell
	F2	Edit the active cell

	Shift + Space	Select the entire row
	Ctrl + Space	Select the entire column
	Ctrl + Shift + Arrow Keys	Extend selection to the edge of data regions
	Shift + F11	Insert a new worksheet
Formatting Cells	Ctrl + 1	Open Format Cells dialog
	Ctrl + B	Bold
	Ctrl + I	Italic
	Ctrl + U	Underline
	Ctrl + 5	Strikethrough
	Alt + H + H	Open Fill Color menu
	Alt + H + F	Open Font Color menu
	Ctrl + Shift + \$	Apply currency format
	Ctrl + Shift + %	Apply percentage format
	Ctrl + Shift + #	Apply date format
	Ctrl + Shift + !	Apply number format with two decimal places
	Ctrl + Shift + @	Apply time format
	Ctrl + T	Create a table
Working with Rows/Columns	Ctrl + "+"	Insert new row/column

	Ctrl + “-“	Delete selected row/column
	Alt + H + I + R	Insert new row
	Alt + H + I + C	Insert new column
	Ctrl + Shift + “+”	Insert cell
	Ctrl + “-“	Delete cell
	Alt + E + D	Open Delete dialog
	Ctrl + Shift + L	Apply/Remove filter
	Alt + H + O + I	AutoFit column width
	Alt + H + O + A	AutoFit row height
Formula Shortcuts	Alt + =	AutoSum
	Ctrl + Shift + Enter	Enter array formula
	Ctrl + A	Insert function arguments dialog
	F4	Repeat last action/Change cell reference
	Shift + F3	Open Insert Function dialog
	Ctrl + ‘	Copy formula from cell above
	Ctrl + `	Toggle formula view

	F9	Calculate all worksheets
	Shift + F9	Calculate active worksheet
	Alt + M + U	Remove all functions from selected cells
Selection Shortcuts	Ctrl + A	Select all data in the current worksheet
	Ctrl + Shift + Space	Select all data in the current worksheet
	Shift + Arrow Keys	Extend selection one cell at a time
	Ctrl + Shift + End	Select all from the current cell to the last cell used
	Ctrl + Shift + Home	Select all from the current cell to the beginning
	Ctrl + Shift + Page Up/Page Down	Select the current and previous/next worksheet
Data Handling Shortcuts	Ctrl + D	Fill down
	Ctrl + R	Fill right
	Alt + E + S	Paste Special
	Ctrl + Alt + V	Open Paste Special dialog
	Alt + H + D + R	Delete row
	Alt + H + D + C	Delete column

	Ctrl + E	Flash Fill
	Alt + A + M	Remove duplicates
	Alt + A + S + S	Sort A to Z
	Alt + A + S + D	Sort Z to A
	Ctrl + K	Insert hyperlink
Pivot Tables and Charts	Alt + N + V	Insert pivot table
	Alt + F1	Create a chart with data
	F11	Create a chart on a new sheet
	Alt + F8	Open the Macro dialog box
	Ctrl + Shift + U	Expand/collapse formula bar
Window Management	Ctrl + F6	Switch between open workbooks
	Ctrl + Shift + F6	Switch to the previous workbook window
	Ctrl + F9	Minimize workbook
	Ctrl + F10	Maximize/restore workbook window
	Ctrl + Shift + F	Open Font tab in Format Cells dialog

	Ctrl + Shift + P	Open Font Size in Format Cells dialog
	Alt + W + F + F	Freeze panes
Advanced Functionality	Ctrl + Shift + U	Toggle formula bar expansion
	Alt + H + O + H	Rename sheet
	Alt + M + D	Define name
	Alt + M + N	Use name in formula
	Alt + E + S + V	Paste values only
	Alt + E + S + F	Paste formulas only
	Ctrl + Shift + K	Apply hyperlink
	Ctrl + Shift + F3	Create names from selection
Special Characters	Alt + 0176	Degree symbol (°)
	Alt + 0153	Trademark symbol (™)
	Alt + 0169	Copyright symbol (©)
Data Analysis	Alt + T + A	Open Data Analysis tool
	Alt + T + D	Display conditional formatting rules
	Ctrl + Shift + L	Add/Remove filter
	Ctrl + Shift + %	Format as a percentage

Miscellaneous	Alt + E + S + T	Paste formats only
	Ctrl + Alt + F9	Force calculate all worksheets
	Ctrl + Shift + L	Apply/Remove filter
	Ctrl + Shift + O	Select cells with comments
	Alt + Shift + Right Arrow	Group rows or columns
	Alt + Shift + Left Arrow	Ungroup rows or columns
	Ctrl + Shift + P	Open the font dialog
Time-Saving Views	Ctrl + Alt + P	Open Page Break preview
	Alt + W + I	Toggle between normal and page break view
	Alt + W + L	Toggle between normal and page layout view
Debugging & Tracing	Ctrl + [Trace dependents
	Ctrl +]	Trace precedents
	Alt + M + A + A	Trace all dependents
	Alt + M + P	Trace all precedents
Comments & Notes	Shift + F2	Add/Edit comment
	Ctrl + Shift + O	Select all cells with comments
	Alt + R + N	Insert new comment

Quick Access Toolbar	Alt + F + T	Open Excel Options
	Alt + F	Open File menu
	Alt + H	Go to Home tab

This table organizes the shortcuts into their respective categories to make it easier to find the ones you need.

Purpose of the Cheat Sheet

The **Excel Shortcuts Cheat Sheet** serves multiple important purposes for users of all levels, from beginners to advanced Excel users. Here are some key objectives:

- 1. Enhance Efficiency:** By using keyboard shortcuts, users can perform tasks much faster than navigating through menus and ribbons. This cheat sheet helps users memorize shortcuts, saving time during data entry, analysis, and reporting.
- 2. Boost Productivity:** With quick access to frequently used commands, users can streamline their workflow. This increased productivity is particularly valuable in fast-paced environments where time is crucial.
- 3. Reduce Physical Strain:** Minimizing mouse movements can help reduce the risk of repetitive strain injuries associated with prolonged computer use. Keyboard shortcuts allow users to maintain better posture and reduce fatigue.
- 4. Support Learning and Mastery:** For those new to Excel or looking to improve their skills, the cheat sheet provides a concise reference to essential shortcuts. This helps users become more comfortable and proficient in using the software.
- 5. Facilitate Quick Reference:** The cheat sheet serves as an easy-to-access guide during work sessions. Users can quickly look up shortcuts without needing to search online or dig through help menus, which can interrupt their workflow.
- 6. Encourage Exploration of Features:** By showcasing a wide range of shortcuts, the cheat sheet encourages users to explore different features of Excel they

may not be familiar with. This exploration can lead to discovering new functionalities that enhance their data management and analysis capabilities.

7. **Aid in Training and Onboarding:** For organizations, the cheat sheet can be a valuable training resource for new employees. It can help onboard them more effectively by familiarizing them with essential Excel functionalities.
8. **Improve Data Management:** Efficiently managing data through shortcuts allows for quicker sorting, filtering, and formatting, which is essential for effective data analysis and presentation.

In summary, the Excel Shortcuts Cheat Sheet is a vital tool designed to enhance user experience by providing quick access to essential commands, improving efficiency, and fostering a deeper understanding of Excel's capabilities.

How to Calculate Percentiles in Excel? A Step-by-Step Guide

Final Words

In the fast-paced world of data management and analysis, mastering Excel shortcuts can significantly enhance your productivity and efficiency. The **Excel Shortcuts Cheat Sheet** serves as a valuable resource for users of all skill levels, providing quick access to essential commands that streamline your workflow and minimize the time spent navigating through menus.

By familiarizing yourself with these shortcuts, you empower yourself to work smarter, not harder, allowing you to focus on what truly matters—analyzing data and making informed decisions. Whether you're a beginner looking to build your skills or an experienced user aiming to optimize your processes, this cheat sheet is a handy companion on your journey to Excel mastery.

FAQs about Excel Shortcuts

1. What Are Excel Shortcuts?

Excel shortcuts are key combinations that allow users to perform tasks quickly without using a mouse. They enhance productivity by enabling faster navigation and execution of commands in Excel.

2. Why Should I Use Excel Shortcuts?

Using Excel shortcuts can save time, reduce physical strain from excessive mouse use, and improve overall efficiency. They allow you to complete tasks more quickly and streamline your workflow.

3. How Do I Remember Excel Shortcuts?

To remember Excel shortcuts, practice using them regularly. You can also create flashcards, print the cheat sheet, or group similar shortcuts together to make memorization easier. Over time, the most frequently used shortcuts will become second nature.

4. Are Excel Shortcuts the Same for Windows and Mac?

While many shortcuts are similar, some differ between Windows and Mac operating systems. Always refer to the appropriate column in the cheat sheet for the correct shortcut based on your platform.

 [Excel Tips](#)

[< Top 20 Importance of Excel in Finance: Essential Skills for Every Finance Professional](#)



ABOUT THE AUTHOR

An Excel expert and author, known for simplifying data analysis and spreadsheet automation. His guides and tutorials help users enhance productivity and master Excel's advanced features.



Leave a Comment

Logged in as Maddy Wilson. [Edit your profile.](#) [Log out?](#) Required fields are marked *

Post Comment

Your Excel Buddy

Hey! Know what is needed to learn Excel. We're here to help you from start to end acquiring deep knowledge and playing with Excel.

[Contact Us](#)

#Excel

#ProjectIdeas

#ResearchTopics

Happy Learning

© Your Excel Buddy

[Privacy Policy](#)

[Terms of Service](#)