

Microsoft Excel

Shortcuts

Here's a cheat sheet of the most important shortcuts for Microsoft Excel. Print it out, keep it on your desk, learn the shortcuts and save yourself precious time!

CTRL	O	Open workbook	CTRL	↑	Moves to first row of set
CTRL	S	Save workbook	CTRL	→	Move to one word on right
CTRL	N	New workbook	CTRL	←	Move to one word on left
CTRL	P	Print	CTRL	I	Opens format window
F12		Save as	CTRL	S	Strikethrough
CTRL	F2	Print preview	CTRL	B	Bold
ALT	F4	Close Excel	CTRL	I	Italics
CTRL	PG UP	Jumps to previous sheet	CTRL	U	Underline
CTRL	↓	Moves to last row of data	CTRL	C	Copy
ALT	H	Align centre	CTRL	V	Paste
ALT	H	Align left	CTRL	X	Cut
ALT	H	Align right	CTRL	Z	Undo
CTRL	SHIFT	Format-currency	CTRL	Y	Redo
CTRL	SHIFT	Format-percentage	CTRL	F4	Close Workbook
CTRL	SHIFT	Format-scientific	CTRL	'	Copy formula from above cell
CTRL	SHIFT	Format-date	CTRL	''	Copy value from above cell
CTRL	SHIFT	Format-time	CTRL	D	Fill from above cell
CTRL	SHIFT	Format-number	SHIFT	END	Select to end of cell
CTRL	R	Fill from cell right	SHIFT	HOME	Select to beginning of cell
CTRL	K	Add hyperlink	ESC		Quit selection
ALT	F1	Create embedded chart	ALT	ENTER	New line in same cell
CTRL	/	Select current array	SHIFT	SPACE	New line in same cell
CTRL	SHIFT	Select around current cell	CTRL	SPACE	Select table column
CTRL	K	Select current range	CTRL	A	Select all
CTRL	SHIFT	Select one word right	CTRL	:	Insert current date
CTRL	SHIFT	Select one word left	CTRL	;	Insert current time

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