Excel Shortcut Keys: Master Your Productivity

Congratulations on taking the first step toward Excel mastery!

In this PDF, you'll discover a carefully organized collection of Excel shortcut keys, clearly grouped by their function, allowing you to effortlessly find shortcuts that match your workflow.

Benefits of using this shortcut key guide:

- **Save Valuable Time:** Quickly execute tasks without reaching for your mouse.

- **Reduce Effort:** Find and remember shortcuts easily, grouped clearly by category.

- **Boost Efficiency:** Work faster, impress colleagues, and simplify complex tasks.

To provide maximum value, I've also included **12 additional shortcut key combinations** that complement the original list—bringing the total number of shortcuts to **197**!

You don't need to memorize all of these shortcuts. Instead, identify the groups that benefit you most, and watch your productivity soar.

Enjoy your journey to Excel mastery!

Note:
If your keyboard's **function keys (F1–F12)** share multimedia actions (such as volume or brightness control), press and hold the **Fn key** first, then press the desired **F key** to activate the Excel shortcut.

Example:
For the shortcut **Ctrl + F2** (Print Preview):

- Press and hold **Ctrl**

- Then press and hold **Fn** (if needed)

- Then press **F2**

- Release all keys

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Excel Shortcut Keys (Grouped by Function):

File Operations

Shortcuts for managing Excel files and workbooks, including creating, opening, saving, printing, and closing documents.

- **Ctrl + N**: Creates a new workbook
- **Ctrl + O**: Opens the dialog box to open workbook
- **Ctrl + S**: Saves the workbook (opens Save As if workbook is new)
- **Ctrl + W**: Closes the active workbook/window
- **Ctrl + F4**: Closes the active workbook/window
- **Alt + F4**: Exits Excel (after prompting to save)
- **Alt + Shift + F4**: Exits Excel (after prompting to save)
- **F12**: Displays the Save As dialog box
- **Shift + F12**: Saves workbook (Save As if new workbook)
- **Ctrl + F12**: Opens the Open File dialog box
- **Ctrl + Shift + F12**: Opens the Print dialog box

Editing Cells

Shortcuts to efficiently enter, edit, copy, or modify cell contents, comments, and hyperlinks within a worksheet.

- **F2**: Edits active cell, cursor at end of text
- **Alt + Enter**: Inserts new line within a cell
- **Ctrl + D**: Copies top cell down
- **Ctrl + R**: Copies left cell to the right
- **Ctrl + ' (apostrophe)**: Copies contents from the cell above
- **Ctrl + Shift + 2**: Copies value from cell directly above
- **Shift + F2**: Inserts or edits cell comment
- **Ctrl + K**: Inserts hyperlink
- **Ctrl + E** – Flash Fill (automatically fills data based on pattern recognition).

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- **Ctrl + Alt + V** – Opens "Paste Special" dialog box.
- **Ctrl + Shift + L** – Toggles filters on/off for selected cells.

Formatting Cells

Shortcuts that quickly apply formatting to cells, such as text styles (bold, italic, underline), number formats (currency, percentage), and borders.

- **Ctrl + 1**: Opens Format Cells dialog box
- **Ctrl + B or Ctrl + 2**: Bold
- **Ctrl + I or Ctrl + 3**: Italic
- **Ctrl + U or Ctrl + 4**: Underline
- **Ctrl + 5**: Strikethrough
- **Ctrl + Shift + & (ampersand)**: Applies outline border
- **Ctrl + Shift + _ (underscore)**: Removes borders
- **Ctrl + Shift + $ (4)**: Currency format
- **Ctrl + Shift + ! (1)**: Comma format
- **Ctrl + Shift + % (5)**: Percentage format
- **Ctrl + Shift + ^ (6)**: Exponential format
- **Ctrl + Shift + # (~)**: General format
- **Ctrl + # (~)**: Applies Custom Date format (dd-mmm-yy)
- **Ctrl + Shift + @**: Time format (hh:mm)

Navigation & Movement

Shortcuts designed to navigate rapidly through worksheets, cells, data regions, screens, or workbook tabs without relying on a mouse.

- **Ctrl + Home**: Moves to first cell (A1)
- **Ctrl + End**: Moves to last used cell
- **Home**: Moves to first cell in row
- **End + Home**: Moves to last used cell

- **End + Arrow Keys**: Moves to next non-empty cell in direction

- **Ctrl + Arrow Keys**: Moves to edge of current data region

- **Ctrl + Page Up/Page Down**: Moves to previous/next worksheet

- **Ctrl + Tab**: Moves to next open workbook/window

- **Ctrl + Shift + Tab**: Moves to previous workbook/window

- **Page Up/Page Down**: Moves one screen up/down

- **Alt + Page Up/Page Down**: Moves one screen left/right

- **Alt + W, F, F:** Freeze or unfreeze panes (helps navigate large worksheets easily)

- **Ctrl + Alt + Plus (+):** Zoom in

- **Ctrl + Alt + Minus (-):** Zoom out

- **Ctrl + Mouse Wheel:** Zoom in/out quickly

Selecting Cells & Ranges

Shortcuts that simplify selecting rows, columns, entire worksheets, or specific ranges quickly and precisely.

- **Shift + Spacebar**: Selects entire row

- **Ctrl + Spacebar**: Selects entire column

- **Ctrl + Shift + Spacebar**: Selects entire worksheet or current region

- **Ctrl + A**: Selects entire worksheet or current region

- **Shift + Arrow Keys**: Selects adjacent cells

- **Ctrl + Shift + Arrow Keys**: Selects cells to edge of data region

- **Ctrl + Shift + End**: Selects from current cell to last used cell

- **Ctrl + Shift + Home**: Selects from current cell to cell A1

- **Ctrl + Shift + Page Down**: Selects current and next worksheet

- **Ctrl + Shift + Page Up**: Selects current and previous worksheet

- **Shift + Page Down/Page Up**: Extends selection down/up one screen

- **End + Shift + Arrow Keys**: Extends selection to next non-blank cell

- **End + Shift + End**: Extends selection to last cell in current row

- **End + Shift + Home**: Extends selection to last used cell on worksheet

- **Ctrl + Shift + "+" (plus)** – Inserts rows or columns (opens Insert dialog box).

- **Ctrl + Alt + Arrow Keys** – Quickly moves between grouped rows or columns.

Deletion & Clear Contents

Shortcuts that allow rapid removal of cell contents, text, or entire cell selections.

- **Delete**: Deletes selection or character to the right

- **Backspace**: Deletes selection or character to the left

- **Ctrl + - (minus)**: Displays Delete Cells dialog box

- **Ctrl + Delete**: Deletes text to end of line within a cell

- **Shift + Delete**: Cuts selection to clipboard

Hide & Unhide

Shortcuts specifically used for hiding or unhiding selected rows and columns, helping to organize and declutter worksheets.

- **Ctrl + 9**: Hides selected rows

- **Ctrl + 0**: Hides selected columns

- **Ctrl + Shift + (**: Unhides rows

- **Ctrl + Shift +)**: Unhides columns

Formula and Functions

Shortcuts to quickly insert, edit, or manage formulas and Excel functions, including toggling between formula view and normal view.

- **= (equals)**: Starts a formula

- **Alt + = (equal)**: Inserts SUM formula

- **Shift + F3**: Opens Insert Function dialog box

- **Ctrl + Shift + Enter**: Enters array formula

- **Ctrl + ` (grave accent)**: Toggles formula view

- **Ctrl + Shift + A:** Inserts argument placeholders into a formula

Calculation Shortcuts

Shortcuts that control the calculation or recalculation of formulas within a worksheet or across all open workbooks.

- **F9**: Calculates all worksheets

- **Shift + F9**: Calculates active worksheet

- **Alt + Ctrl + F9**: Fully recalculates all worksheets

Find & Replace

Shortcuts designed to quickly find specific text or data or replace content within worksheets or workbooks.

- **Ctrl + F**: Opens Find dialog box

- **Ctrl + H**: Opens Replace dialog box

- **Shift + F4**: Find Next

- **Shift + F5**: Opens Find dialog box

Dialog Boxes & Tools

Shortcuts for opening and interacting with Excel's built-in tools, dialogs, macros, VBA editor, and other advanced features.

- **F1**: Help

- **F3**: Paste Name dialog box

- **F5 or Ctrl + G**: Go To dialog box

- **F7**: Spelling check

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- **F11 or Alt + F1**: Creates chart from selected range

- **Ctrl + F3**: Define Name dialog box

- **Ctrl + Shift + F3**: Create Names from selection dialog box

- **Alt + F8**: Macro dialog box

- **Alt + F11**: VBA Editor

- **Alt + Shift + F11**: Microsoft Script Editor

- **Alt + Shift + F10**: Smart tag dropdown menu

- **Ctrl + F11** – Adds a new macro worksheet.

- **Ctrl + Q:** Opens Quick Analysis tool

Miscellaneous

Shortcuts that insert special characters or symbols such as currency (euro, cent, pound) symbols, or that don't fit neatly into other categories.

- **Alt + 0128**: Inserts euro (€)

- **Alt + 0162**: Inserts cent (¢)

- **Alt + 0163**: Inserts pound (£)

Selecting Special Cells

Shortcuts that enable selection of specific types of cells, such as visible cells, cells containing formulas, or cells related to formulas (precedents and dependents).

- **Alt + ; (semicolon)**: Selects visible cells only

- **Ctrl + [**: Selects direct precedents

- **Ctrl + Shift + [**: Selects all precedents (direct and indirect)

- **Ctrl +]**: Selects direct dependents

- **Ctrl + Shift +]**: Selects all dependents (direct and indirect)

- **Ctrl + \ (backslash)**: Selects cells in row that differ from active cell

- **Ctrl + Shift + \ (backslash)**: Selects cells in column that differ from active cell

- **Ctrl + /**: Selects array containing active cell

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Entering Date & Time

Shortcuts that instantly insert the current date or time into a cell.

- **Ctrl + ; (semicolon)**: Inserts current date
- **Ctrl + Shift + ; (semicolon)**: Inserts current time

Movement Within Selections

Shortcuts used to move efficiently between cells within a selected range or to navigate through multiple selected regions.

- **Tab**: Moves right within a selection
- **Shift + Tab**: Moves left within a selection
- **Enter**: Moves down within a selection
- **Shift + Enter**: Moves up within a selection
- **Ctrl + . (period)**: Cycles through selection corners
- **Alt + Ctrl + Left/Right Arrow**: Moves between non-adjacent selections

Other Useful Shortcuts

General-purpose shortcuts for basic commands such as copying, pasting, undoing, redoing, and cutting cell contents.

- **Ctrl + Y**: Redo last action
- **Ctrl + Z**: Undo last action
- **Ctrl + X**: Cut
- **Ctrl + C**: Copy
- **Ctrl + V**: Paste
- **Shift + Insert**: Paste
- **Ctrl + Insert**: Copy