

# The Ultimate Excel Cheat Sheet PDF

Master your workflow with the most comprehensive list of shortcuts.

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## Copy / Paste

Copies the first cell in the selection downwards	Ctrl + D
Copies the leftmost cell in the selection by the right	Ctrl + R
Copy	Ctrl + C
Cut	Ctrl + X
Enters the data from the clipboard	Shift + Insert
Enters the value from the cell directly above	Ctrl + Shift + 2
Paste contents and formatting	H (In paste special)
Paste formulas only	F (In paste special)
Paste only formatting	T (In paste special)
Paste only formulas and number formats	R (In paste special)
Paste Special...	Ctrl + Alt + V
Paste values and number formats only (no formulas)	U (In paste special)
Paste values only (no formulas)	V (In paste special)
Paste	Ctrl + V

## Data

Calculate all workbooks	F9
Calculate	Shift + F9
Create chart in new sheet	F11
Create chart	Alt + F1
Create table...	Ctrl + L
Data validation choice/uniques...	Alt + Down Arrow key
Fill down columns	Ctrl + D
Filter data	Ctrl Shift L
Flash fill the column	Ctrl + E
Group / ungroup pivot table items	Alt + Shift + Left / Right Arrow key
Group rows/columns	Alt + A, G, G
Name Manager...	Ctrl + F3
Opens the Create Name dialog box	Ctrl + Shift + F3
Quick Analysis...	Ctrl + Q
Refresh all workbook data	Ctrl + Alt + F5
Refresh External Data	Ctrl + Alt + F5
Refresh worksheet data	Ctrl + F5
Remove duplicates	Alt + A, M
Sort A to Z	Alt + H, S, S
Sort Z to A	Alt + H, S, D
Sort...	Alt + H, S, U
Ungroup rows/columns	Alt + A, U, U

## Editing

Clear contents of cell	Backspace
Copy cell above	Ctrl + D
Delete column	Alt + H, D, C
Delete row/column...	Ctrl + -
Delete row	Alt + H, D, R
Edit cell contents	F2
Insert dragged selection	Shift
Insert or edit note	Shift + F2
Insert or reply to comment	Ctrl + Shift + F2
Insert row/column...	Ctrl + Shift + +
Insert worksheet	Alt + Shift + F1
Replace...	Ctrl + H
Selects all cells with comments	Ctrl + Shift + 0
Show/hide comment	Alt + V, C

## Formatting

Activate the font size tab on active cells	Ctrl + Shift + P
Apply comma separated format	Ctrl + Shift + !
Apply currency format	Ctrl + Shift + \$
Apply date format	Ctrl + Shift + #
Apply exponential format	Ctrl + Shift + ^
Apply general number format	Ctrl + Shift + ~
Apply percentage format	Ctrl + Shift + %
Apply time format	Ctrl + Shift + C
Borders	Alt + H, B
Clear format	Alt + H, E, F
Create Table...	Ctrl + T
Displays the style dialog box	Alt + '
Enter the cent symbol (¢)	Alt + 0162
Enter the euro symbol (€)	Alt + 0128
Enter the pound sign symbol (£)	Alt + 0163
Format Cells...	Ctrl + 1
Hide column	Ctrl + 0
Hide row	Ctrl + 9
Hide/Display group outline symbols	Ctrl + 8
Insert hyperlink...	Ctrl + K
Remove borders	Ctrl + Shift + -
Toggles bold	Ctrl + B
Toggles italics	Ctrl + I
Toggles underlining on the current selection	Ctrl + 4
Toggles underlining	Ctrl + U
Wrap text	Alt + H, W

## Formula Bar

Cancel entry	Esc
Clone content of cell above	Ctrl + '
Cycle arrow key use	F2
Cycle refence type	F4
Edit in formula bar	F2
Enter formula as an array formula	Ctrl + Shift + Enter
Expand or collapse formula bar	Ctrl + Shift + U
Fill cell with entry	Enter
Fill multiple cells with entry	Ctrl + Enter
Function arguments...	Ctrl + A
Insert arguments to function	Ctrl + Shift + A
Insert function...	Shift + F3
Move cursor to end of line	End
Move cursor to end	Ctrl + End
Select all following text in same line	Shift + End
Start a formula	=
Start a new line	Alt + Enter
Sum formula	Alt + =

## Tricks

Activates the move window command	Ctrl + F7
Activates the resize window command	Ctrl + F8
Enter current date	Ctrl + ;
Enter current time	Ctrl + Shift + :
Full screen mode	Ctrl + Shift + F1
Hide columns	Ctrl + 0
Hide rows	Ctrl + 9
Redo	Ctrl + Y
Repeat last action	F4
Show/hide objects	Ctrl + 6
Spell checker...	F7
Toggles between value layer and formula layer	Ctrl + `
Undo	Ctrl + Z
Unhide Column	Alt + H, 0, U, L
Unhide row	Ctrl + Shift + C

## Navigation

Expand/Collapse group	Hover over, Shift + Mousewheel
Find...	Ctrl + F
Freeze/unfreeze panes	Alt + W, F, F
Go To...	F5
Move one cell up, down, left or right	Arrow keys
Move one screen to the left or right	Alt + PgUp or Alt + PgDn
Move one screen up or down	PgUp or PgDn
Move to cell A1	Ctrl + Home
Move to last used cell in region	Ctrl + arrows
Move to next sheet	Ctrl + PgUp
Move to next workbook	Ctrl + Tab
Move to previous sheet	Ctrl + PgDn
Move to the last used cell	Ctrl + End
Moves the workbook or window one cell	Scroll Lock + Arrow keys
Moves to the next screen of rows	PgDn
Moves to the previous screen of rows up	PgUp
Repeat the last find	Shift + F4
Scroll Horizontally	Ctrl + Shift + Mousewheel
Switch Excel window	Ctrl + Shift + F6
Zoom in / out	Ctrl + Mousewheel

## Ribbon / Menus

Activates the menu bar	Ctrl + Shift + F10
Help...	F7
Hide/display ribbon	Ctrl + F1
Macros...	Alt + F8
Move selection on ribbon	Arrow keys
Office Assistant...	F1
Ribbon tab keys...	Alt
Search ribbon...	Alt + Q
Toggles between Visual Basic editor and Excel	Alt + F11
Workbook Statistics...	Ctrl + Shift + G

## Selection

Extend selection by one	Shift + Arrow keys
Extend selection to last used cell in region	Ctrl + Shift + Arrows
Extend selection to last used cell	Ctrl + Shift + End
Moves clockwise to the next corner of the selection	Ctrl + .
Right-click menu	Shift + F10
Select all similar objects	Ctrl + Shift + Spacebar
Select all	Ctrl + A
Select column	Ctrl + Spacebar
Select current and next sheet	Ctrl + Shift + PgDn
Select current and previous sheet	Ctrl + Shift + PgUp
Select row	Shift + Spacebar
Select unequal cells	Ctrl + Shift + W
Selects all dependants of the active cell	Ctrl + J
Selects all precedents of the active cell	Ctrl + I
Selects the visible cells in the current selection	Alt + ;

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