

Popular Excel Shortcut Keys

File Management	
Create a new workbook	CTRL N
Open a workbook	CTRL O
Save a workbook	CTRL S
Print	CTRL P
Close workbook	CTRL W
Close Excel	ALT F4
Basic Operations	
Undo	CTRL Z
Redo	CTRL Y
Copy selection	CTRL C
Cut selection	CTRL X
Paste	CTRL V
Find	CTRL F
Replace	CTRL H
Formulas	
Toggle between absolute, relative and mixed cell references	F4
AUTOSUM	ALT =
Evaluate part of a formula	F9
Intellisense autocomplete	TAB
Open Insert Function dialog	SHIFT F3
Hide/display formulas	CTRL `
Display arguments in formula	CTRL SHIFT A
Enter array formula	CTRL SHIFT ENTER
Paste name into formula	F3
Open Name Manager	CTRL F3
Define names using column and/or row headings	CTRL SHIFT F3
Return to Active Cell (when editing formula)	CTRL BACKSPACE

Data Entry	
Enter data but stay in cell	CTRL ENTER
Enter the data in the active cell into all selected cells	CTRL ENTER
Enter current date	CTRL ;
Enter current time	CTRL SHIFT ;
Copy entry above (into all selected cells)	CTRL D
Display a list of column entries	ALT ↓
Flash Fill	CTRL E
Wrap Text	ALT ENTER
Edit active cell	F2
Cancel entry	ESC
Create Excel Table	CTRL T
Selection	
Select row	SHIFT SPACE
Select column	CTRL SPACE
Select all worksheet cells	CTRL A
Select all cells in the current region	CTRL A
Select an Excel Table	CTRL SHIFT *
Select last used cell in worksheet	CTRL END
Select cell A1	CTRL HOME
Select to end of column	CTRL SHIFT ↓
Select to beginning of column	CTRL SHIFT ↑
Select to end of row	CTRL SHIFT →
Select to beginning of row	CTRL SHIFT ←

Worksheet Operations	
Insert cells, rows or columns	CTRL SHIFT +
Delete cells, rows or columns	CTRL -
Hide columns	CTRL 0
Hide rows	CTRL 9
Unhide columns	CTRL SHIFT 9
Unhide rows	CTRL SHIFT 0
Insert new worksheet	SHIFT F11
Move to next worksheet	CTRL PgDn
Move to previous worksheet	CTRL PgUp
Number Formatting	
General format	CTRL SHIFT ~
Currency format	CTRL SHIFT \$
Percentage format	CTRL SHIFT %
Date format	CTRL #
Time format	CTRL SHIFT @
Number format	CTRL SHIFT !
Scientific format	CTRL SHIFT ^

Cell Formatting	
Open Format Cells dialog	CTRL 1
Bold formatting	CTRL B
Italicise	CTRL I
Underline	CTRL U
Strike through	CTRL 5
Charts	
Create chart on chart sheet	F11
Create embedded chart	ALT F1
Macros	
Open Macro dialog	ALT F8
Open Visual Basic Editor	ALT F11