

Chapter 1 – Navigation Shortcuts

Shortcut	Action	Description
Ctrl + Home	Go to Beginning	Moves to cell A1 of the worksheet.
Ctrl + End	Go to Last Used Cell	Jumps to the last cell containing data.
Ctrl + ↑ ↓ ← →	Jump Between Data	Moves to the edge of a data region.
Home	Beginning of Row	Moves to the first column of the current row.
Page Up	Previous Screen	Scrolls one screen up.
Page Down	Next Screen	Scrolls one screen down.
Alt + Page Up	Scroll Left	Moves one screen to the left.
Alt + Page Down	Scroll Right	Moves one screen to the right.
Ctrl + Tab	Next Workbook	Switches between open Excel workbooks.
Shift + Mouse Wheel	Horizontal Scroll	Scrolls left or right using the mouse wheel.

Chapter 2 – Selecting Cells

Shortcut	Action	Description
Ctrl + A	Select All	Selects the current data range or entire worksheet.
Shift + Arrow Keys	Extend Selection	Selects adjacent cells.
Ctrl + Shift + Arrow	Select Data Range	Extends selection to the end of the data.

Shortcut	Action	Description
Ctrl + Space	Select Column	Highlights the entire column.
Shift + Space	Select Row	Highlights the entire row.
Ctrl + Shift + Space	Select Worksheet	Selects the complete worksheet.
Ctrl + Click	Multiple Selection	Selects multiple non-adjacent cells or ranges.

Chapter 3 – Editing Data

Shortcut	Action	Description
F2	Edit Cell	Edits the active cell without double-clicking.
Ctrl + Enter	Fill Selected Cells	Enters the same value into all selected cells.
Alt + Enter	New Line	Inserts a line break inside a cell.
Ctrl + D	Fill Down	Copies the top cell downward.
Ctrl + R	Fill Right	Copies the left cell to the right.
Delete	Clear Contents	Removes cell contents without deleting formatting.
Ctrl + Z	Undo	Reverses the last action.
Ctrl + Y	Redo	Repeats the last undone action.
Ctrl + K	Insert Hyperlink	Opens the hyperlink dialog box.
Ctrl + ;	Insert Date	Inserts today's date.
Ctrl + Shift + ;	Insert Time	Inserts the current time.

Chapter 4 – Formatting

Shortcut	Action	Description
Ctrl + B	Bold	Makes text bold.
Ctrl + I	Italic	Italicizes text.
Ctrl + U	Underline	Underlines text.
Ctrl + 1	Format Cells	Opens the Format Cells window.
Ctrl + Shift + \$	Currency Format	Applies currency formatting.
Ctrl + Shift + %	Percentage	Formats numbers as percentages.
Ctrl + Shift + #	Date Format	Applies the default date format.
Ctrl + Shift + @	Time Format	Applies the default time format.
Ctrl + Shift + !	Number Format	Applies standard number formatting.
Alt + H, O, I	AutoFit Column	Automatically adjusts column width.

Chapter 5 – Clipboard

Shortcut	Action	Description
Ctrl + C	Copy	Copies selected cells.
Ctrl + X	Cut	Cuts selected cells.
Ctrl + V	Paste	Pastes copied or cut data.
Ctrl + Alt + V	Paste Special	Opens the Paste Special dialog.
Ctrl + Shift + V	Paste Values	Pastes only values (Microsoft 365).
Ctrl + Drag	Copy Cells	Copies cells by dragging them.

Chapter 6 – Worksheets

Shortcut	Action	Description
Shift + F11	New Worksheet	Inserts a new worksheet.
Ctrl + Page Up	Previous Sheet	Moves to the previous worksheet.
Ctrl + Page Down	Next Sheet	Moves to the next worksheet.
Alt + H, O, R	Rename Sheet	Renames the active worksheet.
Alt + H, D, S	Delete Sheet	Deletes the active worksheet.

Chapter 7 – Rows & Columns

Shortcut	Action	Description
Ctrl + Shift + +	Insert Cells	Inserts rows, columns, or cells.
Ctrl + -	Delete Cells	Deletes selected rows, columns, or cells.
Ctrl + 9	Hide Row	Hides the selected row.
Ctrl + Shift + 9	Unhide Row	Reveals hidden rows.
Ctrl + 0	Hide Column	Hides the selected column.
Ctrl + Shift + 0	Unhide Column	Reveals hidden columns (Windows dependent).

Chapter 8 – Formula Shortcuts

Shortcut	Action	Description
Alt + =	AutoSum	Automatically inserts the SUM formula.
F4	Absolute Reference	Toggles relative and absolute references.
Ctrl + `	Show Formulas	Displays formulas instead of results.
Shift + F3	Insert Function	Opens the Insert Function dialog.

Shortcut	Action	Description
F9	Calculate	Calculates all worksheets.
Ctrl + Alt + F9	Full Calculation	Forces recalculation of all formulas.

Chapter 9 – Excel Tables

Shortcut	Action	Description
Ctrl + T	Create Table	Converts data into an Excel Table.
Tab	Next Cell	Moves to the next table cell.
Shift + Tab	Previous Cell	Moves to the previous table cell.

Chapter 10 – Charts

Shortcut	Action	Description
Alt + F1	Embedded Chart	Creates a chart within the current worksheet.
F11	Chart Sheet	Creates a chart on a new worksheet.

Chapter 11 – Pivot Tables

Shortcut	Action	Description
Alt + N, V	Insert PivotTable	Opens the PivotTable wizard.
Alt + F5	Refresh PivotTable	Refreshes the selected PivotTable.
Ctrl + Alt + F5	Refresh All	Refreshes all PivotTables and data connections.

Chapter 12 – Filtering & Sorting

Shortcut	Action	Description
Ctrl + Shift + L	Filter	Turns AutoFilter on or off.
Alt + Down Arrow	Filter Menu	Opens the filter drop-down menu.
Alt + A, S, A	Sort A to Z	Sorts data in ascending order.
Alt + A, S, D	Sort Z to A	Sorts data in descending order.

Chapter 13 – Printing

Shortcut	Action	Description
Ctrl + P	Print	Opens the Print window.
Ctrl + F2	Print Preview	Displays print preview.
Alt + P	Page Layout	Opens the Page Layout ribbon.

Chapter 14 – Time-Saving Productivity Tips

Instead of Using the Mouse...	Use This Shortcut	Benefit
Save File	Ctrl + S	Saves instantly.
Copy	Ctrl + C	Faster copying.
Paste	Ctrl + V	Quick pasting.
Undo	Ctrl + Z	Instantly reverses mistakes.
AutoSum	Alt + =	Calculates totals automatically.
AutoFit Columns	Alt + H, O, I	Adjusts column widths automatically.
Create Table	Ctrl + T	Converts data into a structured table.

Instead of Using the Mouse...	Use This Shortcut	Benefit
Filter Data	Ctrl + Shift + L	Enables quick filtering.
Find Data	Ctrl + F	Searches within the worksheet.
Replace Data	Ctrl + H	Replaces values quickly.

Chapter 15 – Top 20 Excel Shortcuts Everyone Should Know

Shortcut	Purpose
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + S	Save
Ctrl + F	Find
Ctrl + H	Replace
Ctrl + A	Select All
Ctrl + B	Bold
F2	Edit Active Cell
Ctrl + ;	Insert Today's Date
Ctrl + Shift + ;	Insert Current Time
Alt + =	AutoSum
Ctrl + T	Create Table

Shortcut

Purpose

Ctrl + Shift + L

Toggle Filter

Ctrl + Arrow Keys

Jump to Edge of Data

Ctrl + Home

Go to Cell A1

Ctrl + End

Go to Last Used Cell

Ctrl + P

Print