CHEAT SHEET

Excel shortcuts cheat sheet: 45 shortcuts to work twice as fast

APPLIO BLOG
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MOVE AROUND LARGE SHEETS

Ctrl + arrow key	Cmd + arrow key	Jump to the edge of the current block of data
Ctrl + Home	Ctrl + Fn + Left	Go to cell A1
Ctrl + End	Ctrl + Fn + Right	Go to the last used cell
Ctrl + Page Down/Up	Fn + Ctrl + Down/Up	Next or previous sheet
Ctrl + G or F5	Ctrl + G	Go To a cell or named range
Ctrl + F	Cmd + F	Find
Ctrl + H	Ctrl + H	Find and replace

SELECT DATA

Ctrl + Shift + arrow	Cmd + Shift + arrow	Select to the edge of the data
Ctrl + Space	Ctrl + Space	Select the whole column
Shift + Space	Shift + Space	Select the whole row
Ctrl + A	Cmd + A	Select the current region; press again for the whole sheet
Shift + click	Shift + click	Extend the selection to the clicked cell
Ctrl + click	Cmd + click	Add separate cells to the selection

ENTER AND FILL DATA

F2	Ctrl + U	Edit the active cell
Alt + Enter	Option + Return	New line inside the same cell
Ctrl + Enter	Ctrl + Return	Fill every selected cell with what you typed
Ctrl + D	Cmd + D	Fill down from the cell above
Ctrl + R	Cmd + R	Fill right from the cell to the left
Ctrl + ;	Ctrl + ;	Insert today's date
Ctrl + Shift + ;	Cmd + ;	Insert the current time
Ctrl + E	Ctrl + E	Flash Fill: repeat a pattern you started typing
Ctrl + '	Ctrl + '	Copy the formula from the cell above

FORMULAS

Alt + =	Cmd + Shift + T	AutoSum the cells above or to the left
F4	Cmd + T	Cycle a reference through A1, A$1, $A1 and A1
Shift + F3	Fn + Shift + F3	Insert Function dialog
Ctrl + `	Ctrl + `	Show formulas instead of results
F9	Fn + F9	Recalculate all open workbooks
Ctrl + [	Ctrl + [	Jump to the cells a formula refers to
Ctrl + Shift + U	Ctrl + Shift + U	Expand or collapse the formula bar

FORMATTING

Ctrl + 1	Cmd + 1	Format Cells dialog
Ctrl + B / I / U	Cmd + B / I / U	Bold, italic, underline
Ctrl + 5	Cmd + Shift + X	Strikethrough
Ctrl + Shift + $	Ctrl + Shift + $	Currency format
Ctrl + Shift + %	Ctrl + Shift + %	Percentage format
Ctrl + Shift + !	Ctrl + Shift + !	Number format with two decimals
Ctrl + Shift + ~	Ctrl + Shift + ~	Back to General format
Ctrl + Shift + &	Cmd + Option + 0	Outline border around the selection
Alt, H, O, I	(no equivalent)	AutoFit column width

ROWS, COLUMNS AND SHEETS

Ctrl + Shift + +	Ctrl + Shift + =	Insert cells, rows or columns
Ctrl + -	Cmd + -	Delete cells, rows or columns
Ctrl + 9	Ctrl + 9	Hide the selected rows
Ctrl + Shift + 9	Ctrl + Shift + 9	Unhide rows in the selection
Shift + F11	Fn + Shift + F11	Insert a new sheet

TABLES, FILTERS AND CHARTS

Ctrl + T	Ctrl + T	Turn the range into a table
Ctrl + Shift + L	Cmd + Shift + F	Turn filters on or off
Alt + Down	Option + Down	Open the filter menu of the selected header
Alt + F1	Insert menu, Chart	Create a chart from the selected data
Ctrl + Alt + V	Cmd + Ctrl + V	Paste Special (values only, formats, transpose)