

# Excel Shortcuts

## Basics

|           |                         |
|-----------|-------------------------|
| Ctrl + O  | Open File               |
| Ctrl + N  | New File                |
| Ctrl + P  | Print Sheet             |
| Ctrl + S  | Save File               |
| F12       | Save File As            |
| Ctrl + F4 | Close File              |
| Ctrl + F1 | Show / Hide Ribbon Menu |
| Ctrl + F2 | Print Preview           |
| Ctrl + C  | Copy                    |
| Ctrl + X  | Cut                     |
| Ctrl + V  | Paste                   |
| Ctrl + Z  | Undo                    |
| Ctrl + Y  | Redo                    |
| F4        | Repeat Last Action      |
| F7        | Spellcheck              |
| Ctrl + A  | Select All              |
| CTRL + F  | Find                    |
| CTRL + H  | Replace                 |
| Ctrl + G  | Go to                   |
| Alt + =   | Autosum                 |

## Data Entry / Edit

|                 |                        |
|-----------------|------------------------|
| F2              | Enter within Cell      |
| Alt + Enter     | Line break within cell |
| CTRL + D        | Fill Down              |
| CTRL + R        | Fill Right             |
| Shift + F2      | Insert comment         |
| Alt + H + E + M | Delete comment         |
| Alt + E + S + V | Paste Special Values   |
| Alt + E + S + F | Paste Special Formulas |

## Text Formatting

|                   |                       |
|-------------------|-----------------------|
| Alt + H + FC      | Font Color            |
| Ctrl + B          | Bold                  |
| Ctrl + I          | Italics               |
| Ctrl + U          | Underline             |
| Ctrl + 5          | Strikethrough         |
| Ctrl + Shift + \$ | Apply currency format |
| Ctrl + Shift + #  | Apply Date Format     |
| Ctrl + Shift + !  | Apply number format   |

## Worksheets

|                 |                       |
|-----------------|-----------------------|
| Alt + O + H + R | Rename sheet          |
| Alt + H + I + S | Insert new sheet      |
| Alt + O + H + H | Hide sheet            |
| Alt + O + H + U | Unhide Sheet          |
| Navigate sheets | Ctrl + Page Down / Up |
| Alt + E + L     | Delete sheet          |
| Alt + E + M     | Move / Copy Sheet     |

## Cell Formatting

|                 |                       |
|-----------------|-----------------------|
| Alt + H + 6     | Increase indent       |
| Alt + H + 5     | Decrease indent       |
| Alt + H + B + A | Add cell Borders-All  |
| Alt + H + H     | Cell Color            |
| Alt + H + AC    | Center alignment      |
| Alt + H + AR    | Right alignment       |
| Alt + H + AL    | Left alignment        |
| Alt + H + W     | Wrap text             |
| Alt + E + S + T | Paste Special Formats |

## Rows / Columns

|                  |                               |
|------------------|-------------------------------|
| Ctrl + Spacebar  | Select Column                 |
| Shift + Spacebar | Select Row                    |
| Alt + I + R      | Insert Rows (above)           |
| Alt + I + C      | Insert Columns (left)         |
| Ctrl + -         | Delete rows/columns           |
| Alt + O + C + A  | Auto-fit column width to text |
| Alt + O + R + A  | Auto-fit row height to text   |
| Ctrl + 9         | Hide Rows                     |
| Ctrl + 0         | Hide Columns                  |
| Ctrl + Shift + 9 | Unhide Rows                   |

## Auditing

|                  |                            |
|------------------|----------------------------|
| ALT + M + P      | Trace immediate precedents |
| ALT + M + D      | Trace immediate dependents |
| ALT + M + A + A  | Remove tracing arrows      |
| ALT + M + V      | Evaluate formula           |
| ALT + R + G      | Track changes              |
| ALT + W + G      | Zoom to selection          |
| CTRL + [         | Go to precedent cells      |
| CTRL + ]         | Go to dependent cells      |
| Ctrl + ~ (tilda) | View all formulas in sheet |