

MICROSOFT EXCEL 365

SHORTCUT CHEAT SHEET



General Excel Shortcuts

Open a Workbook	CTRL + O
Create a new workbook	CTRL + N
Save a workbook	CTRL + S
Save As	F12
Print a workbook	CTRL + P
Open Print Preview	CTRL + F2
Help	F1
Activate Tell Me field	CTRL + Q
Spell check	F7
Calculate worksheets	F9
Create absolute reference	F4
Close a workbook	CTRL + W
Close Excel	Alt + F4

Editing Shortcuts

Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Undo	CTRL + Z
Redo	CTRL + Y
Find	CTRL + F
Replace	CTRL + H
Edit Active Cell	F2
Clear All Cell Contents	Delete

Ribbon Shortcuts

Expand or Collapse the Ribbon	CTRL + F1
Activate Access Keys	Alt
Move to Next Ribbon Control	Tab
Open Selected Control	Spacebar
Accept Control Change	Enter
Open Help for Selected Control	F1

Formatting Shortcuts

Open Format Dialog Box	CTRL + 1
Bold Format - Add or Remove	CTRL + B
Italic Format - Add or Remove	CTRL + I
Underline - Add or Remove	CTRL + U
Strikethrough - Add or Remove	CTRL + 5
Align Center	ALT + H + A + C
Align Left	ALT + H + A + L
Align Right	ALT + H + A + R
Add Indent	ALT + H + 6
Remove Indent	ALT + H + 5
Select All	CTRL + A
Select Entire Row	Shift + Spacebar
Select Entire Column	CTRL + Spacebar
Hide Selected Rows	CTRL + 9
Hide Selected Columns	CTRL + 0

Workbook and Worksheet Shortcuts

Insert new worksheet	Shift + F11
Move to next worksheet	CTRL + PgDn
Move to previous worksheet	CTRL + PgUp
Move to next pane	F6
Move to previous pane	Shift + F6
Move to next workbook	CTRL + Tab
Move to previous workbook	CTRL + Shift + Tab
Minimize current workbook window	CTRL + F9
Maximize current workbook window	CTRL + F10
Select adjacent worksheets	Shift + Click
Select non-adjacent worksheets	CTRL + Click
Toggle scroll lock	ScrLK
Toggle full screen	CTRL + Shift + F1



Excel Navigation Shortcuts

Move Between cells	↑, ↓, ←, →
Move One Cell Right	Tab
Move One Cell Left	Shift + Tab
Move One Cell Up	Shift + Enter
Move One Cell Down	CTRL + W
Move Down One Screen	Page Down
Go to First Cell of Active Row	Home
Enable End mode	End
Move to Cell A1	CTRL + Home
Move to Last Cell	CTRL + End

Tables and Filters Shortcuts

Insert Table	CTRL + T
Toggle Auto Filter	CTRL + Shift + L
Activate Filter	ATL + ↓
Select Table Row	Shift + Spacebar
Select Table Column	CTRL + Spacebar
Select Entire Table	CTRL + A
Clear Slicer Filter	Alt + C
Toggle Table Total Row	CTRL + Shift + T

Number Formatting Shortcuts

Apply general format	CTRL + Shift + ~
Apply currency format	CTRL + Shift + \$
Apply percentage format	CTRL + Shift + %
Apply scientific format	CTRL + Shift + ^
Apply date format	CTRL + Shift + #
Apply time format	CTRL + Shift + @
Apply number format	CTRL + Shift + !

Formula Shortcuts

Toggle absolute and relative references	F4
Open the Insert Function Dialog Box	Shift + F3
Auto SUM selected cells	ATL + =
Toggle formulas on and off	CTRL + `
Insert function arguments	CTRL + Shift + A
Enter array formula	CTRL + Shift + Enter
Calculate worksheets	Alt + C
Calculate active worksheet	CTRL + Shift + T
Force calculate all worksheets	CTRL + Alt + F9
Evaluate part of a formula	F9
Expand or collapse the formula bar	CTRL + Shift + U
Display function arguments dialog box	CTRL + A
Open the Name Manager	CTRL + F3
Define name using row and column labels	CTRL + Shift + F3
Paste name into formula	F3
Accept function with autocomplete	Tab

Pivot Table Shortcuts

Select entire pivot table	CTRL + A
Toggle pivot table field checkbox	SPACE
Group pivot table items	ATL + Shift + →
Ungroup pivot table items	ATL + Shift + ←
Hide pivot table item	CTRL + -v
Create pivot chart on existing worksheet	ALT + F1
Create pivot chart on new worksheet	F11
Open pivot table wizard	Alt + D + P

Excel Training

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