



# Be More Efficient in Excel with Keyboard Shortcuts



## Navigation

- Home: Column A
- ↑: Previous row
- ↓: Next row
- →: next column
- ← : previous column
- PgUp : one screen up
- PgDn : one screen down
- Ctrl Home: A1
- Ctrl End: End of worksheet
  
- Ctrl PgUp: Next Sheet Tab
- Ctrl PgDn: Previous Sheet Tab
- Ctrl ↑: first rows
- Ctrl ↓: bottom row
- Ctrl →: Last Column
- Ctrl ←: First Column
- Ctrl G / F5: Go to Cell
- In a Table Filter Headings
- Alt ↓: Open Table Filter dialogue box

## Functionality

- Ctrl N: Create new Workbook
- Ctrl O: Open a Workbook
- Ctrl W: Close a Workbook
- Ctrl S: Save Workbook
- F12: Save as a Workbook
- Alt Ctrl S: Split document window
- Alt Shift S: Remove document window split
- Ctrl F: Find
- Ctrl H: Replace text
- Ctrl K; Insert hyperlink
- Ctrl Z: Undo
- Ctrl Y: Redo
- F2: Edit Cell

## Formatting Text and Numbers

- Ctrl B: Bold
- Ctrl U: Underline
- Ctrl I: Italic
- Alt Enter: Wrap Text
- Ctrl Shift 1: Comma Style
- Ctrl Shift 2: Time Format
- Ctrl Shift 3: Date format
- Ctrl Shift 4: Currency format
- Ctrl Shift 5: Percent format
- Ctrl Shift 6: Exponential Notation
- Ctrl T : Table

## Working with Formulas

- Ctrl ~: Toggles showing formulas
- F4: wraps cell \$ (absolute cell ref)
- F3: Show names ranges list
- Alt =: Autosum

## AutoFill

- Ctrl D: copy formula from cell above
- Ctrl R: copy formula to the right
- Ctrl Enter: Paste copied cells once

## Working with Columns and Rows

- Ctrl Space: Select Column
- Shift Space: Select Row
- Ctrl +: Insert Column / Row
- Ctrl -: Removes Column / Row

## Other Shortcuts

- Ctrl C; Copy
- Ctrl V: Paste
- Ctrl A: Select Data
- Ctrl A (twice): Select Table
- F11: Insert Charts
- Alt Dragging mouse: Snap object to columns
- Ctrl Wheel mouse: Zooming in / out



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FOLD HERE AND GLUE IT TO THE OTHER END