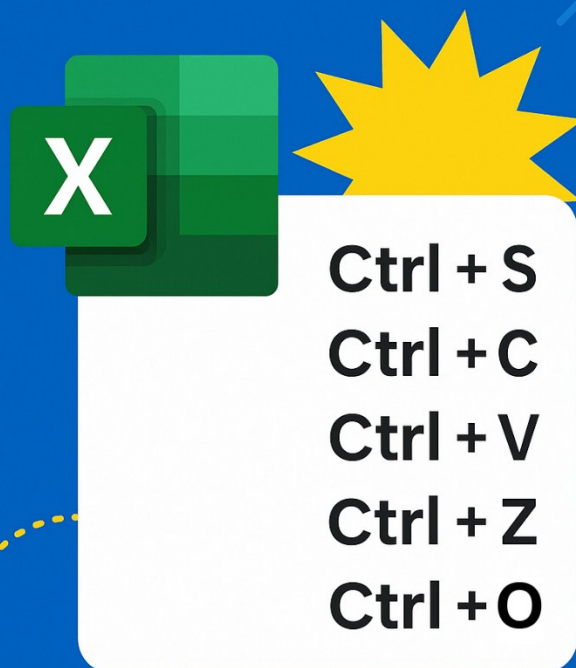


Excel Shortcuts Guide



By ExcelApps.store

The following list is an extensive and verified collection of the most useful and widely used Microsoft Excel shortcuts for Windows. We focused on accuracy and functionality, so it serves as a reliable tool for every Excel user on Windows.

Basic File & Workbook Management

Ctrl + Tab	Switch between open workbooks
Ctrl + F10	Maximize or restore window
Ctrl + F9	Minimize window
Ctrl + N	Create a new, blank workbook.
Ctrl + O	Open an existing workbook (displays the "Open" screen).
Ctrl + S	Save the current workbook.
F12	Open the "Save As..." window.
Ctrl + W	Close the current workbook.
Ctrl + F4	Close the current workbook (same as Ctrl+W).
Ctrl + P	Open the print window (Print Preview).
Ctrl + F1	Show or hide the Ribbon.
Alt + F4	Close the Excel application.

Formulas & Functions

F3	Insert existing name into cell or formula
Ctrl + Shift + F3	Create names from selection (e.g. table headers)
Ctrl + Alt + F3	Create new name (Define Name)
Alt + =	Insert the AutoSum formula
Ctrl + `	Toggle between displaying cell values and formulas in the worksheet
F4 (inside cell)	Cycle between absolute, mixed, and relative references (A1, A\$1, \$A1, A1)
Shift + F3	Open the "Insert Function" window
Ctrl + Shift + Enter	Enter a formula as an array formula
Ctrl + '	Copy the formula from the cell above to the active cell
Ctrl + Enter	Enter the same value in all selected cells
Ctrl + Shift + U	Expand or collapse the formula bar
Ctrl + 6	Toggle view of all objects (shapes, charts)

Navigation & Cell Selection

Ctrl + Arrow (← ↑ →)	Move to the edge of the current data region
Ctrl + Home	Move to the beginning of the worksheet (cell A1)
Ctrl + End	Move to the last cell of the worksheet that contains data
Shift + Arrow	Extend the selection by one cell in the arrow's direction
Ctrl + Shift + Arrow	Extend the selection to the last non-empty cell of the row/column
Ctrl + A	Select the entire current data region or the whole sheet
Ctrl + Spacebar	Select the entire column of the active cell
Shift + Spacebar	Select the entire row of the active cell
Ctrl + G or F5	Open the "Go To" window
Shift + Tab	Move to the previous cell in a selection
Tab	Move to the next cell in a selection
Ctrl + Page Down	Go to the next worksheet in the workbook
Ctrl + Page Up	Go to the previous worksheet in the workbook
Ctrl + [Go to the cell that the active cell's formula depends on
Ctrl +]	Go to the cells that depend on the active cell's formula
Ctrl + Backspace	Return to the active cell after scrolling
Ctrl + Alt + F9	Force calculate all sheets in all open workbooks
Ctrl + F3	Open the Name Manager
Ctrl + F	Find
Ctrl + H	Replace
Shift + F4	Find next occurrence (after Ctrl+F)

Tables & Filters

Ctrl + T ħ Ctrl + L	Create a table (after confirmation)
Ctrl + Shift + L	Apply or remove the Filter on the selected range
Alt + ↓ (in filter header)	Open the filter dropdown list for the specific column

Editing & Formatting Data

Ctrl + C	Copy the contents of the selected cells
Ctrl + X	Cut the contents of the selected cells
Ctrl + V	Paste the copied/cut contents
Ctrl + Alt + ...	Open the "Paste Special" window
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last undone action
Ctrl + B	Apply or remove bold formatting
Ctrl + I	Apply or remove italic formatting
Ctrl + U	Apply or remove underline
Ctrl + 1	Open the "Format Cells" window
Ctrl + 5	Apply or remove strikethrough
F2	Edit the active cell (places cursor inside the cell)
Alt + Enter	Insert a line break within the same cell
Ctrl + E	Flash Fill
Ctrl + D	Fill down (copies the content/formula from the cell above)
Ctrl + R	Fill right (copies the content/formula from the cell to the left)

Row, Column & Object Management

Ctrl + Shift + +	Open the "Insert" window (cells, rows, columns)
Ctrl + -	Open the "Delete" window (cells, rows, columns)
Ctrl + 9	Hide the selected rows
Ctrl + Shift + 9	Unhide hidden rows within the selection
Ctrl + 0	Hide the selected columns
Ctrl + Shift + 0	Unhide hidden columns within the selection
Alt + Shift + →	Group selected rows or columns
Alt + Shift + ←	Ungroup selected rows or columns

Number Formatting

Ctrl + Shift + ~	Apply the "General" format
Ctrl + Shift + \$	Apply the "Currency" format with two decimals
Ctrl + Shift + %	Apply the "Percentage" format with no decimals
Ctrl + Shift + ^	Apply the "Scientific" format with two decimals
Ctrl + Shift + #	Apply the "Date" format (Day, Month, Year)
Ctrl + Shift + @	Apply the "Time" format (Hour, Minute, AM/PM)
Ctrl + ;	Insert the current date
Ctrl + Shift + :	Insert the current time