

100 EXCEL SHORTCUTS



by Nicolas Boucher

BASICS

#	Question	Answer
1	How to copy text?	Ctrl + C
2	How to cut text?	Ctrl + X
3	How to paste?	Ctrl + V
4	How to undo?	Ctrl + Z
5	How to redo?	Ctrl + Y
6	How to save work?	Ctrl + S
7	How to open a file?	Ctrl + O
8	How to create new workbook?	Ctrl + N
9	How to print?	Ctrl + P
10	How to make a text bold?	Ctrl + B
11	How to make the text italic?	Ctrl + I
12	How to underline text?	Ctrl + U
13	How to find a word?	Ctrl + F
14	How to replace text?	Ctrl + H
15	How to navigate to the edge of data region?	Ctrl + Arrow Keys
16	How to enter current date?	Ctrl + ;
17	How to format cells as currency?	Ctrl + Shift + \$
18	How to format cells as date?	Ctrl + Shift + #
19	How to format cells as percentage?	Ctrl + Shift + %
20	How to apply outline border?	Ctrl + Shift + &
21	How to apply general format?	Ctrl + Shift + ~
22	How to apply comma style format?	Ctrl + Shift + !
23	How to edit cell content?	F2
24	How to hide rows?	Ctrl + 9
25	How to hide columns?	Ctrl + 0

INTERMEDIATE

#	Question	Answer
26	How to autosum?	Alt + =
27	How to fill down?	Ctrl + D
28	How to fill right?	Ctrl + R
29	How to do flash fill?	Ctrl + E
30	How to insert hyperlink?	Ctrl + K
31	How to format as table?	Ctrl + T
32	How to filter data?	Ctrl + Shift + L
33	How to name a range?	Ctrl + F3
34	How to clear cell contents?	Alt + H + E + A
35	How to conditional formatting?	Alt + H + L + N
36	How to freeze top row?	Alt + W + F + R
37	How to freeze / unfreeze row / column?	Alt + W + F + F
38	How to freeze first column?	Alt + W + F + C
39	How to text to columns?	Alt + A + E
40	How to remove duplicates?	Alt + A + M
41	How to merge and center cells?	Alt + H + M + C
42	How to delete worksheet?	Alt + E + L
43	How to rename current worksheet?	Alt + H + O + R
44	How to sort ascending?	Alt + H + S + A
45	How to sort descending?	Alt + H + S + D
46	How to remove gridlines?	Alt + W + VG
47	How to go to a specific cell?	F5
48	How to switch between fixed and relative referencing?	F4
49	How to insert new cells, rows, or columns?	Ctrl + Shift + +
50	How to delete a row?	Ctrl + -

ADVANCED

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UNDERRATED

#	Question	Answer
51	How to show / hide ribbon?	Ctrl + F1
52	How to create custom view?	Alt + W + C
53	How to paste special (values only)?	Ctrl + Alt + V > V
54	How to change font format?	Ctrl + Shift + F
55	How to goal seek?	Alt + A + W + G
56	How to perform scenario analysis?	Alt + A + W + S
57	How to show the solver?	Alt + A + Y + 4
58	How to navigate through workbooks?	Windows + Tab
59	How to trace precedents / dependents?	Ctrl + [
60	How to create custom number format?	Ctrl + 1 > Custom
61	How to create data validation?	Alt + A + V
62	How to perform advanced filtering?	Alt + A + Q
63	How to group cells?	Alt + A + G + G
64	How to create PivotTable?	Alt + N + V
65	How to select all cells with comments?	Ctrl + Shift + O
66	How to create named range?	Ctrl + F3
67	How to go to named range?	Ctrl + G, type range name, Enter
68	How to evaluate formula?	Alt + T + U + F
69	How to select only visible cells?	Alt + ;
70	How to insert function?	Shift + F3
71	How to create array formula?	Ctrl + Shift + Enter
72	How to move to the next sheet?	Ctrl + Page Down
73	How to move to the previous sheet?	Ctrl + Page Up
74	How to remove borders?	Ctrl + Shift + -
75	How to show / hide formulas?	Ctrl + ` (backtick)

#	Question	Answer
76	How to move to the next open workbook window?	Ctrl + F6
77	How to move to the previous open workbook window?	Ctrl + Shift + F6
78	How to insert current time?	Ctrl + Shift + :
79	How to paste values & formatting only?	Ctrl + Alt + V > T
80	How to apply or remove cell wrap?	Alt + H + W
81	How to clear all formats?	Alt + H + E + F
82	How to insert a line break in a cell?	Alt + Enter
83	How to insert a new comment in a cell?	Shift + F2
84	How to open cell options menu?	Shift + F10
85	How to paste special - transpose?	Ctrl + Alt + V > E
86	How to insert sparkline from selected data?	Alt + N + SL / SW / SO
87	How to enter full screen mode?	Ctrl + Shift + F1
88	How to record a macro?	Alt + F8
89	How to open a visual basic editor?	Alt + F11
90	How to autofit column height?	Alt + H + O + A
91	How to hide a sheet?	Alt + H + O + U + S
92	How to unhide a sheet?	Alt + H + O + U + H
93	How to insert slicers?	Alt + N + SF
94	How to apply or remove strikethrough?	Ctrl + 5
95	How to expand or collapse the formula bar?	Ctrl + Shift + U
96	How to collapse sheet outline?	Alt + A + H / J
97	How to create names from selection?	Ctrl + Shift + F3
98	How to insert new worksheet?	Shift + F11
99	How to select an entire row?	Shift + Space
100	How to select an entire column?	Ctrl + Space

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