



THE ULTIMATE

EXCEL

SHORTCUTS GUIDE

for Windows

WORK 10X FASTER BY USING SHORTUCTS

@EXCELBYJM

THE ULTIMATE EXCEL GUIDE FOR BUSY PROFESSIONALS

Yes, you heard that right.

For anyone who's short on time and wants to work smarter, not harder, this guide is your solution.

Are you looking to get the most done with the least effort?

Do you wish spreadsheets could almost manage themselves?

Well, you've found just the thing to make that happen. This file contains all the shortcuts needed to master Excel and work efficiently.

So, get ready to explore over 150 shortcuts that will help you work faster and more efficiently.

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NAVIGATION SHORTCUTS

Move seamlessly through your Excel sheets and workbooks with these navigation shortcuts, getting you around fast.

Shortcut	Action
Arrow Keys	Move one cell in any direction.
Ctrl + Arrow Keys	Jump to the edge of the data region.
Tab	Move to the next cell to the right.
Shift + Tab	Move to the previous cell to the left.
Home	Jump to the beginning of the row.
Ctrl + Home	Jump to cell A1.
Ctrl + End	Jump to the last cell with data.
Page Up	Move one screen up.
Page Down	Move one screen down.
Alt + Page Up	Move one screen left.
Alt + Page Down	Move one screen right.

NAVIGATION SHORTCUTS

Move seamlessly through your Excel sheets and workbooks with these navigation shortcuts, getting you around fast.

Shortcut	Action
Alt + Page Up	Move one screen left.
Alt + Page Down	Move one screen right.
Ctrl + Page Up	Move to the previous sheet.
Ctrl + Page Down	Move to the next sheet.
F5	Open the "Go To" dialog.
Ctrl + G	Open the "Go To" dialog.
Ctrl + F	Open the "Find" dialog.
Ctrl + H	Open the "Replace" dialog.
F6	Cycle through worksheet, Ribbon, and task pane.
Shift + F6	Cycle in reverse order.
Ctrl + Backspace	Scroll to the active cell.

NAVIGATION SHORTCUTS

Move seamlessly through your Excel sheets and workbooks with these navigation shortcuts, getting you around fast.

Shortcut	Action
Ctrl + Shift + F6	Switch between open workbooks.
Ctrl + Tab	Switch between open workbooks.
Ctrl + F12	Open the "Open" dialog.
Ctrl + F4	Close the current workbook.
Alt + Arrow Down	Open a drop-down list (if available).

SELECTION SHORTCUTS

Select cells, ranges, or entire rows and columns quickly with these selection shortcuts for more precise control.

Shortcut	Action
Shift + Arrow Keys	Select adjacent cells in the direction pressed.
Ctrl + Shift + Arrow Keys	Select to the edge of the data region.
Shift + Spacebar	Select the entire row.
Ctrl + Spacebar	Select the entire column.
Ctrl + A	Select the entire worksheet or data region.
Ctrl + Shift + Spacebar	Select the entire worksheet.
Shift + Page Up	Select one screen up.
Shift + Page Down	Select one screen down.
Ctrl + Shift + Home	Select from the current cell to the beginning.
Ctrl + Shift + End	Select from the current cell to the last data cell.
Ctrl + Shift + * (asterisk)	Select the current data region.
Ctrl + Shift + L	Toggle filter selection on/off.

FORMATTING SHORTCUTS

Enter and edit your data like a pro with these time-saving shortcuts designed for fast input and updates.

Shortcut	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 dialog box.
Ctrl + Shift + \$	Apply currency format.
Ctrl + Shift + %	Apply percentage format.
Ctrl + ;	Apply date format.
Ctrl + Shift + ;	Apply time format.
Ctrl + Shift + ^	Apply scientific format.
Ctrl + Shift + ~	Apply general number format.
Alt + E + S + T	Paste formatting only (using Paste Special).

FORMATTING SHORTCUTS

Enter and edit your data like a pro with these time-saving shortcuts designed for fast input and updates.

Shortcut	Action
Alt + E + S + T	Paste formatting only (using Paste Special).
Alt + H + A + C	Center align cell content.
Alt + H + H	Open the Fill Color menu.
Alt + H + F + C	Open the Font Color menu.

DATA EDITING AND ENTRY SHORTCUTS

Enter and edit your data like a pro with these time-saving shortcuts designed for fast input and updates.

Shortcut	Action
Ctrl + C	Copy selected cells.
Ctrl + X	Cut selected cells.
Ctrl + V	Paste content into selected cells.
Ctrl + Z	Undo the last action.
Ctrl + Y	Redo the last undone action.
F2	Edit the active cell.
Ctrl + D	Fill down from the cell above.
Ctrl + R	Fill right from the cell to the left.
Delete	Clear the contents of selected cells.
Ctrl + "-"	Delete selected cells/rows/columns.
Ctrl + "+"	Insert new cells/rows/columns.

DATA EDITING AND ENTRY SHORTCUTS

Enter and edit your data like a pro with these time-saving shortcuts designed for fast input and updates.

Shortcut	Action
Enter	Complete data entry in a cell and move down.
Shift + Enter	Complete data entry and move up.
Tab	Complete data entry and move right.
Shift + Tab	Complete data entry and move left.
Alt + Enter	Start a new line within a cell.
Esc	Cancel a cell entry.
Ctrl + ; (semicolon)	Enter the current date.
Ctrl + Shift + : (colon)	Enter the current time.

FORMULA AND FUNCTION SHORTCUTS

Work smarter with formulas by using these shortcuts to handle functions, references, and arrays effortlessly.

Shortcut	Action
= (equals)	Start a formula.
Alt + =	Insert the AutoSum function.
Ctrl + `	Toggle between showing formulas and results.
F4	Toggle absolute and relative references.
Ctrl + Shift + Enter	Enter an array formula.
Ctrl + A	Open the "Insert Function" dialog box.
Shift + F3	Open the "Insert Function" dialog box.
Ctrl + Shift + U	Expand or collapse the formula bar.
F9	Calculate all worksheets.
Shift + F9	Calculate the active worksheet.
Ctrl + Alt + F9	Force calculation of all worksheets.

FORMULA AND FUNCTION SHORTCUTS

Work smarter with formulas by using these shortcuts to handle functions, references, and arrays effortlessly.

Shortcut	Action
Ctrl + Alt + Shift + F9	Recheck dependent formulas and recalculate.
Ctrl + ' (apostrophe)	Copy the formula from the cell above.
Alt + M	Activate the Formulas tab on the Ribbon.

FILE AND WORKBOOK MANAGEMENT SHORTCUTS

Keep your workbooks organized and easily accessible with these handy shortcuts for saving, opening, and switching.

Shortcut	Action
Ctrl + N	Create a new workbook.
Ctrl + O	Open an existing workbook.
Ctrl + S	Save the current workbook.
F12	Open the "Save As" dialog box.
Ctrl + P	Open the Print dialog box.
Ctrl + W	Close the current workbook.
Ctrl + F4	Close the Excel window.
Ctrl + Tab	Switch between open workbooks.
Ctrl + Shift + Tab	Switch between open workbooks in reverse.
Ctrl + F6	Switch to the next open workbook window.
Ctrl + Shift + F6	Switch to the previous open workbook window.

FILE AND WORKBOOK MANAGEMENT SHORTCUTS

Keep your workbooks organized and easily accessible with these handy shortcuts for saving, opening, and switching.

Shortcut	Action
Alt + F	Open the File tab on the Ribbon.
Ctrl + F2	Open Print Preview.
Esc	Close Print Preview or File menu.

RIBBON AND MENU SHORTCUTS

Navigate Excel's Ribbon like a pro with these shortcuts, giving you quick access to commands and tools without delay.

Shortcut	Action
Alt	Open the Ribbon and activate the Key Tips.
Alt + H	Open the Home tab on the Ribbon.
Alt + N	Open the Insert tab on the Ribbon.
Alt + P	Open the Page Layout tab on the Ribbon.
Alt + M	Open the Formulas tab on the Ribbon.
Alt + D	Open the Data tab on the Ribbon.
Alt + R	Open the Review tab on the Ribbon.
Alt + W	Open the View tab on the Ribbon.
Alt + Q	Open the Tell Me or Search field (Office 365).
Ctrl + F1	Toggle the Ribbon display on or off.
Ctrl + Shift + F	Open the Font dialog box from the Home tab.
Ctrl + Shift + P	Open the Font Size dialog box from the Home tab.

WORKSHEET MANAGEMENT SHORTCUTS

Handle your Excel sheets like a breeze with these shortcuts for adding, deleting, and navigating worksheets.

Shortcut	Action
Ctrl + N	Create a new workbook (and a new worksheet).
Shift + F11	Insert a new worksheet.
Ctrl + Shift + K	Insert a new worksheet (alternative).
Ctrl + Page Up	Switch to the previous worksheet.
Ctrl + Page Down	Switch to the next worksheet.
Alt + H + O + I	Auto-fit column widths.
Alt + H + O + A	Auto-fit row heights.
Ctrl + -	Delete the selected row or column.
Ctrl + Shift + +	Insert new rows or columns.
Alt + E + L	Delete the selected worksheet.
Alt + H + M + C	Center the worksheet horizontally.

WORKSHEET MANAGEMENT SHORTCUTS

Handle your Excel sheets like a breeze with these shortcuts for adding, deleting, and navigating worksheets.

Shortcut	Action
Ctrl + Shift + F	Open the Format Cells dialog (for formatting).
Ctrl + F4	Close the current workbook.
Ctrl + Tab	Switch between open workbooks.

GENERAL EXCEL SHORTCUTS

Master Excel's essential shortcuts for undoing, redoing, and accessing help instantly whenever you need it.

Shortcut	Action
Ctrl + Z	Undo the last action.
Ctrl + Y	Redo the last undone action.
Ctrl + A	Select the entire worksheet or data region.
Ctrl + C	Copy selected cells.
Ctrl + X	Cut selected cells.
Ctrl + V	Paste copied or cut cells.
Ctrl + F	Open the "Find" dialog box.
Ctrl + H	Open the "Replace" dialog box.
Ctrl + S	Save the current workbook.
Ctrl + P	Open the Print dialog box.
F1	Open the Help pane.

GENERAL EXCEL SHORTCUTS

Master Excel's essential shortcuts for undoing, redoing, and accessing help instantly whenever you need it.

Shortcut	Action
Esc	Cancel the current task or close dialogs.
Ctrl + N	Create a new workbook.
Ctrl + O	Open an existing workbook.
Ctrl + F4	Close the current workbook.
Alt	Activate the Ribbon shortcuts.
Ctrl + W	Close the current workbook window.
Ctrl + Tab	Switch between open workbooks.

...**AND THAT'S A WRAP ON OUR EXCEL JOURNEY!**

**But don't put away your keyboard just yet—this
doesn't end here!**

For more handy tips and tricks, follow me so we can
continue making Excel easier and more efficient for
you.

And don't keep this helpful guide to yourself.
Share it with your colleagues so they can also benefit
from these time-saving tips!

YOUR NEXT STEP!

Ready to level up your Excel skills?

Keep an eye on my social media accounts
for my next Free Masterclass
and learn how to use Excel like a pro.

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