

Top 50 Excel Shortcuts

In English - Quick Reference

A premium quick-reference guide with the most useful Excel keyboard shortcuts to boost productivity.

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- 50 essential Excel shortcuts
- Printable and mobile-friendly layout
- 2-column quick reference inside
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Ctrl + N — New File	Ctrl + O — Open File
Ctrl + S — Save File	F12 — Save As
Ctrl + P — Print	Ctrl + C — Copy
Ctrl + V — Paste	Ctrl + X — Cut
Ctrl + Z — Undo	Ctrl + Y — Redo
F2 — Edit Cell	Ctrl + H — Replace
Ctrl + A — Select All	Shift + Arrow Keys — Select Cells
Ctrl + Shift + Arrow — Select Data Region	Ctrl + Space — Select Column
Shift + Space — Select Row	Arrow Keys — Move
Ctrl + Arrow Keys — Jump to Data End	Home — Start of Row
Ctrl + Home — Start of Sheet	Ctrl + End — Go to Last Cell
Page Up / Page Down — Move Screen	Ctrl + Page Up/Down — Switch Sheets
Ctrl + B — Bold	Ctrl + I — Italic
Ctrl + U — Underline	Ctrl + 1 — Format Cells Dialog
Alt + H + H — Fill Color	Ctrl + Shift + \$ — Currency Format
Ctrl + Shift + % — Percentage Format	Ctrl + Shift + ! — Number Format
Ctrl + Shift + # — Date Format	Ctrl + Shift + @ — Time Format
Ctrl + ; — Insert Current Date	Ctrl + Shift + : — Insert Current Time
Ctrl + D — Fill Down	Ctrl + R — Fill Right
Alt + Enter — New Line in Cell	Alt + = — AutoSum
Ctrl + ' — Copy Formula from Above	Ctrl + Shift + " — Copy Value from Above
F4 — Toggle Absolute Reference	Shift + F9 — Calculate Sheet
Ctrl + Shift + L — Toggle Filter	Alt + A + S + S — Sort
Alt + A + M — Remove Duplicates	Ctrl + T — Create Table
Alt + N + V — Insert PivotTable	Ctrl + F4 — Close Workbook