

EXCEL WITH EDDIE

KEYBOARD SHORTCUTS

A practical cheat sheet for working faster in Excel.



Work smarter. Let Excel do the work.

This guide collects practical Windows shortcuts that save time every day. Learn a few at a time, use them until they become automatic, then add a few more.

Designed for Excel on Windows using a US keyboard layout.

Shortcut behavior can vary by Excel version, keyboard layout, operating system, and device.

EVERYDAY SHORTCUTS

Quick reference

SHORTCUT	WHAT IT DOES
Ctrl + C	Copy selected cells
Ctrl + X	Cut selected cells
Ctrl + V	Paste copied or cut content
Ctrl + Z	Undo the last action
Ctrl + Y	Redo or repeat an action
Ctrl + S	Save the workbook
Ctrl + O	Open a workbook
Ctrl + W	Close the current workbook
Delete	Clear selected cell contents
Ctrl + K	Insert a hyperlink
Ctrl + F	Find text or values
Ctrl + H	Find and replace



Eddie says: Copy, paste, undo... these should become muscle memory. Your mouse can take a coffee break.

NAVIGATION & SELECTION

Quick reference

SHORTCUT	WHAT IT DOES
Ctrl + Arrow	Jump to the edge of the current data region
Ctrl + Home	Go to the beginning of the worksheet
Ctrl + End	Go to the last used cell
Ctrl + Page Up	Move to the previous worksheet
Ctrl + Page Down	Move to the next worksheet
Page Up / Down	Move one screen up or down
Alt + Page Up / Down	Move one screen left or right
Ctrl + Spacebar	Select the entire column
Shift + Spacebar	Select the entire row
Ctrl + A	Select the current data region; repeat to expand
Shift + Arrow	Extend a selection by one cell
Ctrl + Shift + Arrow	Extend selection to the edge of a data region
Ctrl + Shift + Home	Extend selection to the beginning
Ctrl + Shift + End	Extend selection to the last used cell



Eddie says: The scroll bar is not a productivity strategy. Let the keyboard do the traveling.

EDITING, FORMATTING, & DATA ENTRY

Quick reference

SHORTCUT	WHAT IT DOES
F2	Edit the active cell
Alt + Enter	Start a new line inside the same cell
Ctrl + Enter	Fill all selected cells with the current entry
Ctrl + D	Fill down from the top cell
Ctrl + R	Fill right
Ctrl + 1	Open Format Cells
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + 5	Strikethrough
Ctrl + Shift + +	Insert cells, rows, or columns
Ctrl + -	Delete cells, rows, or columns
Ctrl + ;	Enter today's date
Ctrl + Shift + :	Enter the current time
Ctrl + `	Show or hide formulas
Ctrl + Alt + V	Open Paste Special



Eddie says: Alt+Enter gives one cell multiple lines. Because sometimes even a spreadsheet cell needs to tell a whole story.

FORMULAS & DATA

Quick reference

SHORTCUT	WHAT IT DOES
F4	Cycle relative/absolute references while editing a formula
F9	Recalculate all open workbooks
Shift + F9	Recalculate the active worksheet
Ctrl + Alt + F9	Force a full recalculation
Alt + =	Insert SUM
Ctrl + E	Flash Fill
Shift + F3	Open Insert Function
Ctrl + Shift + U	Expand or collapse the formula bar
Ctrl + Q	Open Quick Analysis
Ctrl + T	Create a table
F7	Check spelling
Ctrl + F5	Refresh data on the current worksheet
Ctrl + Alt + F5	Refresh all workbook data
Alt + F12	Open Power Query Editor



Eddie says: F4 is tiny but mighty. If you build formulas and manually type every dollar sign, we need to talk.

RIBBON, WORKBOOK, & POWER-USER SHORTCUTS

Quick reference

SHORTCUT	WHAT IT DOES
Alt + H	Open the Home tab
Alt + N	Open the Insert tab
Alt + M	Open the Formulas tab
Alt + A	Open the Data tab
Alt + R	Open the Review tab
Alt + W	Open the View tab
Alt + F	Open the File menu
Alt + Q	Move to the Search field
Ctrl + F1	Show or hide the Ribbon
Shift + F10	Open the context menu
Alt + F8	Open the Macro dialog
Alt + F11	Open the VBA Editor
F11	Create a chart on a separate chart sheet
Alt + F1	Create an embedded chart
Ctrl + Shift + G	Open Workbook Statistics



Eddie says: Welcome to the power-user section. This is where Excel starts feeling less like a spreadsheet and more like a cockpit.

THE SHORTCUTS TO MEMORIZE FIRST

If you only learn a dozen, start here.

SHORTCUT	WHY IT MATTERS
Ctrl + C / X / V	Copy, cut, paste
Ctrl + Z / Y	Undo, redo
F2	Edit the active cell
F4	Lock/unlock formula references
Ctrl + Arrow	Jump through data
Ctrl + Shift + Arrow	Select through data
Ctrl + 1	Format Cells
Ctrl + ;	Today's date
Ctrl + Shift + :	Current time
Alt + =	Quick SUM
Ctrl + E	Flash Fill
Alt + F12	Power Query Editor



Eddie's final tip:

Don't try to memorize everything at once. Pick three shortcuts, use them until they become automatic, then add three more. Your keyboard will eventually start doing the heavy lifting.

Source: Original condensed reference based on Microsoft's current "Keyboard shortcuts in Excel" support article. This guide does not reproduce Microsoft's complete reference. Shortcut availability may vary by platform and Excel version.

Need Excel help?

One-on-one tutoring and spreadsheet help for students and professionals.

excelwitheddie.com