50 Time-Saving Keyboard Shortcuts in Excel for Windows

Frequently used shortcuts

Action	Shortcut
Close a spreadsheet.	`Ctrl` + `W`
Open a spreadsheet.	`Ctrl` + `O`
Save a spreadsheet.	`Ctrl` + `S`
Copy.	`Ctrl` + `C`
Paste.	`Ctrl` + `V`
Undo.	`Ctrl` + `Z`
Cut.	`Ctrl` + `X`
Delete column.	`Alt` + `H,D, then C`
Go to Formula tab.	`Alt` + `M`

Navigate in cells

| Action	Shortcut
Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.	`Tab`
Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.	`Ctrl` + `End`
Move to the beginning of a worksheet.	`Ctrl` + `Home`
Move to the next sheet in a workbook.	`Ctrl` + `Page Down`
Move to the previous sheet in a workbook.	`Ctrl` + `Page Up`
Move to the edge of the current data region in a worksheet.	`Ctrl` + `Arrow Key`
Extend the selection of cells to the last used cell on the worksheet (lower-right corner).	`Ctrl` + `Shift` + `End`
Move one screen up in a worksheet.	`Page Up`
Move one screen down in a worksheet.	`Page Down`
Move one screen to the right in a worksheet.	`Alt` + `Page Down`
Move one screen to the left in a worksheet.	`Alt` + `Page Up`

Format in cells

Action	Shortcut
Format a cell by opening the Format Cells dialog box.	`Ctrl` + `1`
Add or edit a cell comment.	`Shift` + `F2`
Display the Create Table dialog box.	`Ctrl` + `L` or `Ctrl` + `T`
Enter the current time.	`Ctrl` + `Shift` + `Colon (:)`
Switch between displaying cell values or formulas in the worksheet.	`Ctrl` + `Grave accent (`)`
Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.	`Ctrl` + `D`
Apply the Percentage format with no decimal places.	`Ctrl` + `Shift` + `Percent (%)`
Apply the Date format with the day, month, and year.	`Ctrl` + `Shift` + `Number sign (#)`
Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	`Ctrl` + `Shift` + `Exclamation point (!)`
Check spelling in the active worksheet or selected range.	`F7`
Edit the active cell and put the insertion point at the end of its contents.	`F2`
Open the Insert dialog box to insert blank cells.	`Ctrl` + `Shift` + `Plus (+)`
Open the Delete dialog box to delete selected cells.	`Ctrl` + `Minus (-)`
Enter the current date.	`Ctrl` + `Semi-colon (;)`
Open the Paste Special dialog box.	`Ctrl` + `Alt` + `V`
Use the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.	`Ctrl` + `R`
Apply the Scientific number format with two decimal places.	`Ctrl` + `Shift` + `Caret (^)`
Apply the Time format with the hour and minute, and AM or PM.	`Ctrl` + `Shift` + `At sign (@)`
Create or edit a hyperlink.	`Ctrl` + `K`
Display the Quick Analysis options for selected cells that contain data.	`Ctrl` + `Q`

Make selections and perform actions
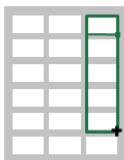
Action	Shortcut
Select the entire worksheet.	`Ctrl` + `A` or `Ctrl` + `Shift` + `Spacebar`
Start a new line in the same cell.	`Alt` + `Enter`
Select an entire column in a worksheet.	`Ctrl` + `Spacebar`
Repeat the last command or action.	`Ctrl` + `Y`
Extend the selection of cells by one cell.	`Shift` + `Arrow Key`
Fill the selected cell range with the current entry.	`Ctrl` + `Enter`
Select an entire row in a worksheet.	`Shift` + `Spacebar`
Undo the last action.	`Ctrl` + `Z`

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