

EXCEL SHORTCUTS TO SAVE HOURS OF WORK



What are Excel shortcuts?

Excel shortcuts are key combinations designed to perform specific tasks and actions faster and more efficiently in Microsoft Excel, a popular spreadsheet application. These shortcuts allow users to navigate spreadsheets, perform editing, apply formatting, and execute functions without the need for extensive mouse or menus. Excel shortcuts are a critical tool for increasing productivity, streamlining workflow, and streamlining data management in this powerful application. By learning and mastering these shortcuts, users can perform tasks more accurately and quickly, allowing them to take full advantage of Excel's capabilities in their professional and personal activities.

The Ctrl, Alt, and Shift keys are the main ones when using keyboard shortcuts



BASIC NAVIGATION SHORTCUTS

They are specific combinations of keys that allow you to quickly move around the spreadsheet, select cells, ranges or even entire sheets, without the need to use the mouse.

KEYBOARD SHORTCUT	ACTION
Arrow Keys (Up, Down, Left, Right)	Move one cell in the direction of the arrow
Ctrl + Arrow Keys (Up, Down, Left, Right)	Move to the edge of the current data region
Enter	Move one cell down (by default)
Page Up	Move one screen up in the worksheet
Page Down	Move one screen down in the worksheet
Ctrl + Page Up	Move to the previous sheet in the workbook
Ctrl + Page Down	Move to the next sheet in the workbook
Alt + Page Up	Move one screen to the left in the worksheet
Alt + Page Down	Move one screen to the right in the worksheet
Home	Move to the first cell of the current row (Column A)
Ctrl + Home	Move to cell A1
Ctrl + End	Move to the last used cell on the worksheet
Ctrl + G	Go to specific cell or named range
Shift + Enter	Move one cell up
Tab	Move one cell to the right
Shift + Tab	Move one cell to the left
Ctrl + Tab	Switch to the next open Excel workbook
Ctrl + Shift + Tab	Switch to the previous open Excel workbook

CELL EDITING SHORTCUTS

They are specific combinations of keys that allow you to make changes to the contents of a cell quickly and efficiently without the need to use a mouse.

KEYBOARD SHORTCUT	ACTION
Ctrl + C	Copy cell(s)
Ctrl + V	Paste cell(s)
Ctrl + X	Cut Cell(s)
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last undone action
Ctrl + Alt + V	Show the special paste dialog
Ctrl + ' (apostrophe)	Copy the value from the cell above
F2	Edit the active cell
Alt + Down arrow	Show the Data Validation List
Ctrl + F	Open the Find and Replace dialog box
Ctrl + G	Open the Go To dialog box
Alt + Enter	Edit the contents of the cell in a dialog box
Shift + F10	Show the Cell Context Menu
Esc	Cancel a cell entry or close a dialog box
Alt	Activates the Ribbon KeyTips, allowing you to navigate the Ribbon using keyboard letters

DATA SELECTION SHORTCUTS

They are specific combinations of keys that allow you to quickly select different ranges of cells, rows, columns, or entire sheets within the spreadsheet without the need for the use of the mouse.

KEYBOARD SHORTCUT	ACTION
Arrow or click key	Select a cell
Ctrl + Spacebar	Select the entire column of the active cell
Ctrl + Shift + Spacebar	Select data surrounding the current cell
Ctrl + * (asterisk)	Select the entire data range (current sheet)
Shift + Arrow Keys (Up, Down, Left, Right)	Extend the selection by one cell in the direction of the arrow
Ctrl + Shift + Arrow Keys (Up, Down, Left, Right)	Select from the current cell to the edge of the current data region in the direction of the arrow
Shift + Spacebar	Select the entire row of the active cell
Ctrl + Shift + Home	Extend the selection from the active cell to cell A1
Ctrl + Shift + End	Extend the selection from the active cell to the last used cell on the worksheet
Shift + Page Down	Extend the selection one screen down
Shift + Page Up	Extend the selection one screen up
Alt + Shift + Page Down	Extend the selection one screen to the right
Alt + Shift + Page Up	Extend the selection one screen to the left

SHORTCUTS FOR FORMULAS AND FUNCTIONS

They are specific key combinations that allow you to insert and edit formulas more quickly and efficiently without the need to use the mouse.

KEYBOARD SHORTCUT	ACTION
=	Start a new formula in the active cell
Shift + F3	Insert a function into the active cell
Ctrl + ' (apostrophe)	Copy formula from top cell
F9	Recalculate all open workbooks if Calculation Options are set to Manual
Ctrl + Alt + F9	Evaluate formulas step by step (enable/deactivate)
Tab (Inside the function)	Autocomplete function name as you type
Ctrl + E	Using Quick Fill to Complete a Pattern
Ctrl + Shift + Enter	Enter an array formula
Alt + Enter	(While in edit mode in the Formula Bar) Creates a new line within a formula
Ctrl + A	(After typing a function name and opening parenthesis, e.g., =SUM()) Opens the Function Arguments dialog box
Ctrl + [(Left Bracket)	Select all cells directly referenced by formulas in the current selection
Ctrl +] (Right Bracket)	Select all cells that directly contain formulas that refer to the current selection (dependents)
Alt + M + P	Show Precedents (draws arrows to cells that supply values to the active cell's formula)
Alt + M + D	Show Dependents (draws arrows to cells that are affected by the active cell's value)
Alt + M + A + A	Remove All Arrows (removes precedent/dependent arrows)
Ctrl + Alt + F5	Recalculate active sheet if Calculation Options are set to Manual

SHORTCUTS FOR GRAPHICS AND VISUAL ELEMENTS

They are specific combinations of keys that allow you to create, modify, and format graphics quickly and effectively without the need to use a mouse.

KEYBOARD SHORTCUT	ACTION
Alt + F1	Create an embedded chart on the current worksheet
F11	Create a chart on a new chart sheet
Alt + N + C, then type a letter (e.g., L for Line, B for Bar)	Access the Chart Ribbon options
Ctrl + Shift + Arrow Keys (when a chart element is selected)	Resize selected chart elements
Arrow Keys (when a chart element or shape is selected)	Nudge/Move selected object by small increments
Ctrl + Arrow Keys (when a chart element or shape is selected)	Nudge/Move selected object by larger increments
Ctrl + D	Duplicate selected chart or shape
F4 (after performing an action)	Repeat the last action
Ctrl + C / Ctrl + X / Ctrl + V	Copy / Cut / Paste
Tab (while selected)	Select a graphic element
Esc	Exit Chart Edit Mode
Del or Backspace	Delete a selected graphic element

SHORTCUTS FOR MANAGING WORKBOOKS AND SPREADSHEETS

These are specific key combinations that allow you to navigate, create, organize, and manage workbooks and spreadsheets without using a mouse.

KEYBOARD SHORTCUT	ACTION
Ctrl + N	Create a new, blank workbook
Ctrl + O	Browse for an existing workbook
Ctrl + S	Save the active workbook
F12	Save As to save the workbook
Ctrl + W	Close the active workbook
Ctrl + Page Up or Ctrl + Page Down	Move to the previous or next sheet in the workbook
Ctrl + P	Moverse a una hoja específica
Shift + F11	Insertar una nueva hoja de cálculo
Alt + F4	Close Excel entirely
Ctrl + Tab	Switch to the next open Excel workbook
Alt + O, H, R	Rename the active worksheet
Alt + E, M	Move or Copy a worksheet
Alt + E, L	Delete the active worksheet
Ctrl + F1	Show or hide the Ribbon
Alt + F11	Open the Visual Basic for Applications (VBA) Editor
Alt + F8	Open the "Macro" dialog box

SHORTCUTS FOR FORMAT AND STYLE

These are specific key combinations that allow you to quickly apply different formatting and styles to your data, such as bold, italics, underline, colors, alignment, and more, without needing to use your mouse to navigate through formatting options.

KEYBOARD SHORTCUT	ACTION
Ctrl + 1	"Format Cells" dialog box
Ctrl + B	Apply or remove Bold formatting
Ctrl + I	Apply or remove Italic formatting
Ctrl + U	Apply or remove Underline formatting
Ctrl + 5	Apply or remove Strikethrough formatting
Ctrl + Shift + F or Ctrl + Shift + P	Open the Format Cells dialog box with the Font tab selected
Ctrl + Shift + !	Apply Number format with two decimal places
Ctrl + Shift + %	Apply Percentage format with no decimal places
Ctrl + Shift + #	Apply Date format (day, month, year)
Ctrl + Shift + \$	Apply Currency format with two decimal places
Ctrl + Shift + ^	Apply Scientific number format with two decimal places
Ctrl + Shift + @	Apply Time format (hour, minute, AM/PM)
Alt + H, 0 (Zero)	Increase decimal places
Alt + H, 9	Decrease decimal places
Ctrl + Shift + & (Ampersand)	Apply an Outline Border to the selected cells
Ctrl + Shift + _ (Underscore / Hyphen)	Remove all borders from the selected cells

SHORTCUTS FOR DATA MANAGEMENT

They are specific combinations of keys that allow you to apply actions for data organization, manipulation and analysis without the need to use the mouse .

KEYBOARD SHORTCUT	ACTION
Ctrl + T	Create a table with the selected data
Alt + A + S + A	Sort data in ascending order
Alt + A + S + D	Sort data in descending order
Alt + D + F + F	Open the filter menu for the selected column
Ctrl + ;	Insert Current Date
Ctrl + Shift + :	Insert Current Time
Alt + D + P	Open the PivotTable Wizard
Ctrl + Shift + L	Turn on/off filters for a range
Ctrl + Q	Open the Quick Analysis menu for selected data
Alt + N + V	Insert a PivotTable
Alt + Shift + Right Arrow	Group data in a selected range
Alt + Shift + Left Arrow	Ungroup grouped data