Excel Intellect

www.excelintellect.com

50 Excel Keyboard Shortcuts

The keys that save the most time in Excel on Windows.

All 50 are for Excel on Windows, from Microsoft's official list checked in November 2026. Excel for Mac uses different keys for many actions. Some keys can vary by keyboard layout.

Move around

Action	Keys
Move to the edge of the data	`Ctrl + Arrow`
Go to the first cell	`Ctrl + Home`
Go to the last used cell	`Ctrl + End`
Next sheet	`Ctrl + Page Down`
Previous sheet	`Ctrl + Page Up`
Open Go To	`F5`
Switch Excel windows	`Ctrl + F6`

Select

Action	Keys
Select all or the current region	`Ctrl + A`
Select the whole column	`Ctrl + Space`
Select the whole row	`Shift + Space`
Extend to the last filled cell	`Ctrl + Shift + Arrow`
Extend the selection one cell	`Shift + Arrow`
Select the current region	`Ctrl + Shift + *`

Enter and edit

Action	Keys
Edit the active cell	`F2`
Start a new line in a cell	`Alt + Enter`
Fill the selection with the entry	`Ctrl + Enter`
Fill down	`Ctrl + D`
Enter today's date	`Ctrl + ;`
Enter the current time	`Ctrl + Shift + :`
Copy	`Ctrl + C`
Cut	`Ctrl + X`
Paste	`Ctrl + V`
Open Paste Special	`Ctrl + Alt + V`
Undo	`Ctrl + Z`
Repeat the last action	`Ctrl + Y`
Flash Fill	`Ctrl + E`

Format

Action	Keys
Open Format Cells	`Ctrl + 1`
Bold	`Ctrl + B`
Italic	`Ctrl + I`
Underline	`Ctrl + U`
General format	`Ctrl + Shift + ~`
Currency format	`Ctrl + Shift + $`
Percent format	`Ctrl + Shift + %`
Date format	`Ctrl + Shift + #`
Number format	`Ctrl + Shift + !`

Formulas

Action	Keys
Insert the SUM formula	`Alt + =`
Cycle absolute references	`F4`
Insert a function	`Shift + F3`
Copy the formula from above	`Ctrl + '`
Show formulas or values	`Ctrl + ` `
Calculate open workbooks	`F9`
Calculate the active sheet	`Shift + F9`

Worksheets and tools

Action	Keys
Create a table	`Ctrl + T`
Insert a new sheet	`Shift + F11`
Add a chart	`Alt + F1`
Hide selected rows	`Ctrl + 9`
Hide selected columns	`Ctrl + 0`
Save	`Ctrl + S`
Save As	`F12`
Open Power Query Editor	`Alt + F12`

Every function, free templates and practical AI guides for Excel and Google Sheets. **www.excelintellect.com**