

The BEST EXCEL SHORTCUTS from Knott Consulting

Key combination	Action	Description / comment
INPUT / EDIT		
Ctrl Enter	Multiple input	Value or formula is input in all selected cells
Ctrl Shift ;	Input today's date	
F2	Edit mode	Formula can be edited, precedents on the same sheet are marked in colour
F3	Call up range names	During the input of a formula, range names can be called up for selection
F4 (when entering or editing a formula)	Fix the row or column of a cell	Press repeatedly to cycle through the four variations: row and column with \$ fixed, only row, only column, neither fixed
Alt Enter (when entering or editing)	Add a line break	Useful when the text doesn't break where you want it to or to spread a longer formula over multiple lines for more clarity
Ctrl Shift `	View formulas	Use key combination again to return to normal view

FORMAT

Ctrl 1	Format cell(s)	Shows the format cells dialogue; also works for e.g. graph elements
Ctrl !	Format as value	With thousand markers and two decimal places
Ctrl \$	Format as currency	With thousand markers and two decimal places
Ctrl %	Format as percent	With no decimal places
Ctrl #	Format as date	Month is shown as shortened word (Jan, Feb etc.)
Ctrl B	Format bold	Use key combination again to reverse the formatting
Ctrl I	Format italics	Use key combination again to reverse the formatting
Ctrl U	Underline	Use key combination again to reverse the formatting

COPY and PASTE, INSERT and DELETE

Ctrl C	Copy	
Ctrl X	Cut	X looks like scissors for cutting
Ctrl V	Paste	After copying or cutting, can be used multiple times
Ctrl D	Copy down	
Ctrl R	Copy to the right	
Ctrl +	Insert cells, rows or columns	If appropriate, select row(s) or column(s) first
Ctrl -	Delete cells, rows or columns	If appropriate, select row(s) or column(s) first



Key combination	Action	Description / comment
FIND, SELECT and HIDE		
Ctrl F	Find	
Ctrl H	Replace	
Ctrl A	Select block of data	Press Ctrl A again to select the whole worksheet
Shift Spacebar	Select row(s)	
Ctrl Spacebar	Select column(s)	
Ctrl Shift Arrow (left, right, up or down)	Go to end of block and select	Variations can be used one after the other, e.g. select to the left, then downwards
Ctrl 9	Hide selected row	
Ctrl 0 (zero)	Hide selected column	

NAVIGATE in sheet

Ctrl Home	Go to home cell on sheet	Cell A1 or the first cell below frozen rows/columns
Ctrl End	Go to last cell on sheet	If there are many empty rows/columns above/left of this cell, delete these (after backing up your file) to reduce the file size
Ctrl Arrow (left, right, up or down)	Go to end of row/ column block	Press the shift key as well to select the cells at the same time e.g. for coping, formatting
Alt Page up or down	Move a "page" to the left or right	Also works when you are writing a formula to select a cell in another area
F5 or Ctrl G	GoTo cell or special cells	1) Input cell reference e.g. D200 and select "OK" or press Enter 2) Use "Special" to go to special0 cells

NAVIGATE to other sheets or workbooks

Ctrl Page up or down	Move to the sheet to the left or right	Also works when you are writing a formula to select a cell on another sheet
Ctrl Tab or Ctrl Shift Tab	Go to next workbook	Also works when you are writing a formula to select a cell in another workbook

ANALYSE

Alt =	Auto sum	Creates a formula for the sum of the values above the cell (by default) or to the left of the cell (if there are no values above)
Ctrl Shift L	Add filters to a block of data	Very useful to analyse your data
Ctrl T	Turns your data into a table	Tables make it easier to sort and filter your data, new/changed formulas are automatically copied to all rows
F11 or Alt F1	Quick chart	Select a block of numbers then use the shortcut --> a graph appears on a new sheet (F11) or on the same sheet (Alt F1)

OTHER

Ctrl P, Ctrl S, Ctrl Z	Print, save file, undo	These work in all MS-Office applications
F4 or Ctrl Y	Repeat	Repeats last action. Works in all MS-Office applications