

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 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

NAVIGATE

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	
Ctrl Page up or down	Select sheet to the left or right	Also works when you are writing a formula to select a cell on another sheet
Alt Page up or down	Show section 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 and select "OK" or press Enter 2) Use "Special" to go to special cells
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

CALCULATE (when calculation option is set to manual)

F2 then Enter	Calculate selected cell	
Shift F9	Calculate sheet	
F9	Calculate all	

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 0 (zero)	Hide selected column	
Ctrl 9	Hide selected row	

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 &	Add outline	
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

OTHER

Ctrl P	Print	Works in all MS-Office applications
Ctrl S	Save file	Works in all MS-Office applications
Ctrl Z	Undo	Works in all MS-Office applications
F4 or Ctrl Y	Repeat	Repeats last action. Works in all MS-Office applications
Ctrl Shift `	View formulas	Use key combination again to return to normal view
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)
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)