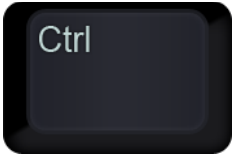


**The most
popular
shortcuts**

EXCEL SHORTCUTS

CREATED BY
JACEK CETNARSKI

WWW.EEXCEL.CO.UK



Basic Ctrl Shortcuts

Ctrl + **N** - Create **N**ew file

Ctrl + **O** - **O**pen existing file

Ctrl + **W** - Close **W**orkbook

Ctrl + **S** - **S**ave current file

Ctrl + **C** - **C**opy selection

Ctrl + **X** - Cut selection

Ctrl + **V** - Paste from clipboard

Ctrl + **F** - Open **F**ind dialog box

Ctrl + **H** - Open Replace dialog box

Ctrl + **P** - Open **P**rint dialog box

Ctrl + **A** - Select **A**ll contents

Ctrl + **T** - Insert **T**able

Ctrl + **B** - Toggle **B**old selection

Ctrl + **I** - Toggle **I**talic selection

Ctrl + **U** - Toggle **U**nderline selection

Ctrl + **Z** - Undo Typing

Ctrl + **Y** - Repeats the last entry



Basic Windows shortcuts:

Win + **D** Desktop

Win + **E** Explorer

Win + **I** Inventory

Win + **L** Lock



Basic Alt Shortcut

Alt +  Switch between active windows



Charts

Alt + **F1** Create Default Chart in current sheet

F11 Create Default Chart in separate sheet



Filters

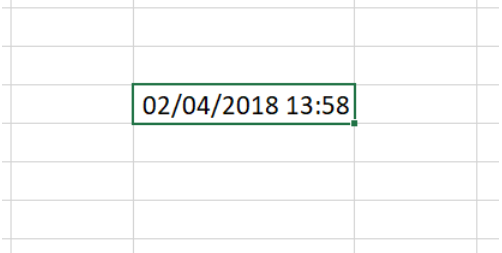
Alt + **A** **T** Turn On/Off Filter

Alt + **A** **C** Clear the Filter



Ctrl + Scroll Up mouse wheel - Zoom In

Ctrl + Scroll Down mouse wheel - Zoom Out



02/04/2018 13:58

Insert current Date and Time

Ctrl ; Insert current Date

Space

Ctrl : Insert current Time

Ctrl **D** - Fill **D**own command to copy the contents and format from cell above

Ctrl **R** - Fill **R**ight command the contents and format from cell left



Function Key Shortcuts

F1	Open Help menu
F2	Edit selected cell
F3	Paste Names menu
F4	Toggle references
F5	Open Go to Menu
F6	Next Pane
F7	Spell Check
F8	Extend mode
F9	Recalculates Workbook
F10	Active Menu Bar
F11	Create Default Chart in separate sheet
F12	Save as ...

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					

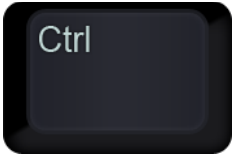
Shortcuts to insert or delete column(s)

- Ctrl** + **Space** Select column
- Shift** + **←** or **→** Select more
- Ctrl** + **+** Insert selection new columns
- Ctrl** + **-** Delete selection
- Alt** + **I C** - **I**nserts **C**olumn before selected cell

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Shortcuts to insert or delete row(s)

- Shift** + **Space** Select row
- Shift** + **↑** or **↓** Select more rows
- Ctrl** + **+** Insert selection new rows
- Ctrl** + **-** Delete selection
- Alt** + **I R** - **I**nserts **R**ow above selected cell



Navigation shortcuts CTRL for Excel

Ctrl + **Home**

Move to the first not frozen cell in worksheet

Ctrl + **End**

Move to the last unused cell in the bottom-most row

Ctrl + **←** or **↑** or **↓** or **→**

Move to appropriate edge of data region

Ctrl + **PgUp**

Move to the next sheet in the workbook

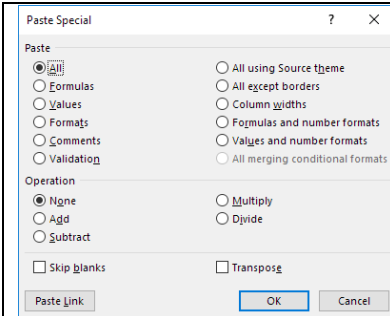
Ctrl + **PgDn**

Move to the previous sheet in the workbook

Ctrl + **C** - Copy selection

Ctrl + **X** - Cut selection

Ctrl + **V** - Paste from clipboard



Paste Special Shortcuts

Alt + **E S** - Open Paste Special Dialogue Box

& **V** - Value & **Enter**

& **F** - Formulas & **Enter**

& **T** - Formats & **Enter**

& **C** - Comment & **Enter**

& **E** - Transpose & **Enter**

& **N** - Validation & **Enter**