MICROSOFT EXCEL 365
SHORTCUT CHEAT SHEET

General Excel Shortcuts

Open a Workbook	CTRL + O
Create a new workbook	CTRL + N
Save a workbook	CTRL + S
Save As	F12
Print a workbook	CTRL + P
Open Print Preview	CTRL + F2
Help	F1
Activate Tell Me field	CTRL + Q
Spell check	F7
Calculate worksheets	F9
Create absolute reference	F4
Close a workbook	CTRL + W
Close Excel	Alt + F4

Tables and Filters Shortcuts

Insert Table	CTRL + T
Toggle Auto Filter	CTRL + Shift + L
Activate Filter	ATL + ↓
Select Table Row	Shift + Spacebar
Select Table Column	CTRL + Spacebar
Select Entire Table	CTRL + A
Clear Slicer Filter	Alt + C
Toggle Table Total Row	CTRL + Shift + T

Number Formatting Shortcuts

Apply general format	CTRL + Shift + ~
Apply currency format	CTRL + Shift + $
Apply percentage format	CTRL + Shift + %
Apply scientific format	CTRL + Shift + ^
Apply date format	CTRL + Shift + #
Apply time format	CTRL + Shift + @
Apply number format	CTRL + Shift + !

Editing Shortcuts

Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Undo	CTRL + Z
Redo	CTRL + Y
Find	CTRL + F
Replace	CTRL + H
Edit Active Cell	F2
Clear All Cell Contents	Delete

Pivot Table Shortcuts

Select entire pivot table	CTRL + A
Toggle pivot table field checkbox	SPACE
Group pivot table items	ATL + Shift + →
Ungroup pivot table items	ATL + Shift + ←
Hide pivot table item	CTRL + ~v
Create pivot chart on existing worksheet	ALT + F1
Create pivot chart on new worksheet	F11
Open pivot table wizard	Alt + D + P

Excel Navigation Shortcuts

Move Between cells	↑, ↓, ←, →
Move One Cell Right	Tab
Move One Cell Left	Shift + Tab
Move One Cell Up	Shift + Enter
Move One Cell Down	CTRL + W
Move Down One Screen	Page Down
Go to First Cell of Active Row	Home
Enable End mode	End
Move to Cell A1	CTRL + Home
Move to Last Cell	CTRL + End

Excel 4 Business Shortcuts

Disha Experts

Excel 4 Business Shortcuts:

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