

Spreadsheet Shortcut Cheat Sheet

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Category	Shortcut	What it does	Tip
Navigate & select	Ctrl + Arrow key	Jump to the edge of the data region	Bottom of a long list: Ctrl+Down
	Ctrl + Shift + Arrow key	Select from the current cell to the edge of the data	Select a whole column of data: Ctrl+Shift+Down
	Ctrl + Home / Ctrl + End	Go to A1 / the last used cell	Quick way to see how big a table is
	Ctrl + A	Select the current table (press again for the whole sheet)	
	Shift + Space / Ctrl + Space	Select the entire row / entire column	Then Ctrl+- to delete it
	Ctrl + PgUp / PgDn	Previous / next sheet	A must for workbooks with many tabs
	Ctrl + G (or F5)	Go To dialog (jump to a cell or name)	Select blanks only: Special > Blanks
Enter & edit	F2	Edit the active cell (see its formula)	Faster than double-clicking
	Alt + Enter	New line inside a cell	Addresses, multi-line notes
	Ctrl + Enter	Fill all selected cells with the same entry	Select range > type > Ctrl+Enter
	Ctrl + D / Ctrl + R	Fill down / fill right from the cell above / left	Fastest way to copy a formula
	Ctrl + ;	Insert today's date	Ctrl+Shift+; inserts the current time
	Ctrl + E	Flash Fill (detects the pattern for you)	Split or join first/last names
	Alt + Down	Open a drop-down list / pick from column values	Repeated entries
	Ctrl + Z / Ctrl + Y	Undo / redo	
	F4	Repeat last action; while editing a formula, toggle \$ references	A1 > \$A\$1 > A\$1 > \$A1
	Esc	Cancel the entry or formula you're typing	Back out of a mistyped formula
Formulas & data	Alt + =	Insert AutoSum (SUM)	Use in the cell below the numbers
	Ctrl + Shift + L	Turn filters on / off	Turning off clears all filter criteria
	Ctrl + T	Convert the range to a table	Auto-expands, structured references
	Ctrl + `	Show / hide all formulas	Great for reviewing a sheet
	F9	Recalculate (while editing: evaluate the selected part)	Useful in manual calculation mode
	Shift + F3	Insert Function dialog	When you forget the arguments
	Ctrl + Alt + V	Paste Special (values only, formats only...)	Values only: then V > Enter

Shortcuts for desktop spreadsheet apps on Windows.

On a Mac, most work by swapping Ctrl for Cmd. Some keys may differ by app, version or keyboard layout.

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Compiled with AI tools; check shortcuts in your own app version.

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Formulas & data	Ctrl + Q	Quick Analysis (totals, charts, conditional formats)	Select a range first
	Ctrl + F / Ctrl + H	Find / replace	Use Replace to strip extra spaces
Format	Ctrl + 1	Format Cells dialog	The most-used formatting shortcut
	Ctrl + B / I / U	Bold / italic / underline	
	Ctrl + Shift + \$	Currency format (2 decimals, negatives in parentheses)	
	Ctrl + Shift + %	Percentage format (no decimals)	
	Ctrl + Shift + #	Date format (day-month-year)	Fix dates that show up as numbers
	Ctrl + Shift + ~	General number format	
	Ctrl + Shift + &	Add an outline border	Ctrl+Shift+_ removes borders
	Ctrl + 5	Strikethrough	Cross off finished items
	Alt > H > O > I	AutoFit column width (press one after another)	Alt, H, O, A = AutoFit row height
Rows, cols & sheets	Ctrl + Shift + +	Insert rows / columns / cells	With a row selected it inserts instantly
	Ctrl + -	Delete rows / columns / cells	
	Ctrl + 9 / Ctrl + Shift + 9	Hide rows / unhide rows	
	Ctrl + 0	Hide columns	To unhide: select columns > right-click > Unhide
	Shift + F11	Insert a new sheet	
	Alt + F1 / F11	Chart on this sheet / chart on a new sheet	Select the data first
	Shift + F2	Add / edit a cell note (comment)	
File	Ctrl + S / F12	Save / Save As	
	Ctrl + N / Ctrl + O / Ctrl + W	New / open / close	
	Ctrl + P	Print preview and print	Ctrl+F2 does the same
	Ctrl + K	Insert hyperlink	
	F7	Spell check	

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