

The Concise Guide to Time Saving Excel Short Cuts.

Excel Training Reviews



The Aa-Zz and 1-100 of Excel Short Cuts.

FourSquare Training Article

Mastering short cut keys in Microsoft Excel is your passport to lightning fast productivity, giving you much more control over your data and much more time to analyse, forecast and make decisions based upon your data.

If you've ever been told that you'd never get anywhere in life by taking short cuts, then Microsoft Excel is the digital proof that this advice is wrong! In fact, when it comes to finding more efficient ways of doing things such as short cuts, Bill Gates himself has the following to say:

I choose a lazy person to do a hard job. Because a lazy person will find an easy way to do it.

This ethos runs through the sinews and veins of Microsoft Excel with its abundance of short cut keys which make it straightforward to achieve a lot in a relatively short period of time.

Here is a list of some of the most useful short cut keys that will save you time entering, processing and presenting your Excel spreadsheet data and turning it into meaningful, actionable information.



1. CTRL and Letter Excel Short Cuts
2. CTRL and Punctuation Excel Short Cuts
3. CTRL and Number Excel Short Cuts
4. FUNCTION Excel Short Cuts
5. SHIFT and FUNCTION Excel Short Cuts
6. CTRL and FUNCTION Excel Short Cuts
7. CTRL SHIFT and Letter Excel Short Cuts
8. CTRL SHIFT and Punctuation Excel Short Cuts
9. ALT and Letter Excel Short Cuts
10. ALT and Double Letter Excel Short Cuts
11. ALT and Triple Letter Excel Short Cuts
12. ALT and Number Excel Short Cuts
13. ALT and Punctuation Excel Short Cuts
14. ALT and FUNCTION Excel Short Cuts

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....."Brilliant."

.....Microsoft Excel Training Manchester

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When learning these Excel short cuts we recommend that you learn them by the categories as we have set them out. For instance, if you learn all the CTRL SHIFT short cuts together then eventually muscle memory will go a long way to helping

you go for the right short cut keys every time, and the same goes for all the other categories too.

Displaying Excel short cuts in this way does however have some drawbacks. For instance, it means that the short cut for entering the present time into a cell (**CTRL SHIFT :**) is not in the same category as the short cut for entering the present date into a cell (**CTRL ;**). This is also the case for a few other naturally paired Excel short cuts; however, if you learn each category one at a time, then a wider selection of Excel short cuts will eventually become second nature.

CTRL and Letter Excel Short Cuts

1. Select ALL workbook contents: **CTRL A**
2. Make content in selected cells Bold: **CTRL B**
3. Copy highlighted cells: **CTRL C**
4. Copy formula from the cell above to the selected cells in a column: **CTRL D**
5. Invoke Flash Fill: **CTRL E** (Excel 2013 and onwards only)
6. Open the Find dialog: **CTRL F**
7. Open Go To: **CTRL G**
8. Find and Replace: **CTRL H**
9. Make the contents of a cell italic: **CTRL I**
10. Set the delimiter for converting multi-line text in the Text to Column Wizard (See also **ALT Enter**): **CTRL J**
11. Insert a Hyperlink: **CTRL K**
12. Open the Create Table Dialog: **CTRL L**
13. ~~Blank:~~ **CTRL M**
14. Create a New Workbook: **CTRL N**
15. Open a Workbook: **CTRL O**
16. Print a Workbook: **CTRL P**
17. Show Quick Analysis options for the selected cells (newer versions of Excel only): **CTRL Q**
18. Copy formula from the cell to the side into the selected cells in a row: **CTRL R**
19. Save Your Worksheet: **CTRL S**
20. Format selected cells as a table (open the Create Table dialog): **CTRL T**
21. Underline selected cells: **CTRL U**
22. Paste into the selected cell or area: **CTRL V**
23. Close the current workbook: **CTRL W**
24. Cut the content of selected cells: **CTRL X**
25. ReDo: **CTRL Y**
26. UnDo: **CTRL Z**

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CTRL and Punctuation Excel Short Cuts

27. Enter the present date: **CTRL ;**
28. Switch between displaying values and displaying formulas: **CTRL `**
29. Copy the formula from the cell above: **CTRL ^**
30. Delete selected columns or rows: **CTRL -**
31. Apply date formatting to selected cells: **CTRL #**
32. Select a whole column (selects multiple columns in older versions): **CTRL SPACEBAR**
33. Go To Cell A1: **CTRL HOME**
34. Go to top cell in a column: **CTRL Up Arrow**

- 35. Go to bottom cell in a column: **CTRL Down Arrow**
- 36. Go to the last cell in a row: **CTRL Right Arrow**
- 37. Go to the first cell in a row: **CTRL Left Arrow**
- 38. Jump right 13 columns: **CTRL Page Down**
- 39. Jump left 13 columns: **CTRL Page Up**

CTRL and Number Excel Short Cuts

- 40. Hide Selected Columns: **CTRL 0**
- 41. Open the format cells dialog box: **CTRL 1**
- 42. Strikethrough data in a cell: **CTRL 5**
- 43. Hide Selected Rows: **CTRL 9**

FUNCTION Excel Short Cuts

- 44. Open Help: **F1**
- 45. Edit a cell: **F2**
- 46. Paste a cell name: **F3**
- 47. Repeat the last action (e.g. formatting a cell): **F4**
- 48. Save As: **F12**

SHIFT and FUNCTION Excel Short Cuts

- 49. Insert a comment: **SHIFT F2**
- 50. Open the Insert Function dialog box: **SHIFT F3**
- 51. Calculate an Active Workbook: **SHIFT F9**
- 52. Open a new worksheet: **SHIFT F11**

CTRL and FUNCTION Excel Short Cuts

- 53. Expand/Collapse the Ribbon: **CTRL F1**
- 54. Open Print Preview: **CTRL F2**
- 55. Open the Name Manager: **CTRL F3**

CTRL SHIFT and Letter Excel Short Cuts

- 56. Apply text formatting to selected cells (opens the Format Cells dialog): **CTRL SHIFT F**
- 57. Select cells which contain comments: **CTRL SHIFT O**
- 58. Change Font Size on selected cells: **CTRL SHIFT P**

CTRL SHIFT and Punctuation Excel Short Cuts

- 59. Enter the present time: **CTRL SHIFT :**
- 60. Insert columns or rows: **CTRL SHIFT =**
- 61. Apply time formatting to selected cells: **CTRL SHIFT @**
- 62. Split 100s and 1000s with a comma (e.g. 50,000): **CTRL SHIFT !**
- 63. Format selected cells as currency (shows pound sterling on EN-UK keyboards): **CTRL SHIFT \$**
- 64. Format selected cells as percentages: **CTRL SHIFT %**
- 65. Format selected cells with a border: **CTRL SHIFT &**
- 66. Remove border formatting from selected cells: **CTRL SHIFT _**
- 67. Select an entire workbook: **CTRL SHIFT SPACEBAR**
- 68. Scroll between workbooks: **CTRL SHIFT TAB**

ALT and Letter Excel Short Cuts

- 69. Open Accessibility Keys on the Ribbon: **ALT**
- 70. Go to the Data Tab: **ALT A**
- 71. Go to the Home Tab: **ALT H**
- 72. Go to the Formulas Tab: **ALT M**
- 73. Go to the Insert Tab: **ALT N**
- 74. Go to the Page Layout Tab: **ALT P**
- 75. Go to Search: **ALT Q**
- 76. Go to the Review Tab: **ALT R**
- 77. Go to the View Tab: **ALT W**
- 78. Go to the Help Tab: **ALT Y**

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ALT and Double Letter Excel Short Cuts

- 79. Delete Data from selected cells: **ALT AD**
- 80. Text to Columns: **ALT AE**
- 81. Data Validation: **ALT AV**
- 82. Advanced filtering: **ALT AQ**
- 83. Get External Data from Microsoft Access: **ALT AX**
- 84. Open Find and Replace: **ALT EE**
- 85. Open Paste Special: **ALT ES**
- 86. Save As: **ALT FA**
- 87. Close Workbook: **ALT FC**
- 88. Open Excel customisation options: **ALT FT**
- 89. Exit Microsoft Excel: **ALT FX**
- 90. Add a border to a cell: **ALT HB**
- 91. Open Colour Fill: **ALT HH**
- 92. Insert Column: **ALT IC**
- 93. Insert Row: **ALT IR**
- 94. Show all Comments: **ALT RA**
- 95. Insert a Comment: **ALT RC**
- 96. Open Research Dialog Theasaurus: **ALT RE**
- 97. Open Track Changes: **ALT RG**
- 98. SpellCheck: **ALT RS**
- 99. Go to Previous Comment: **ALT RV**

- 100. Open Custom Views: **ALT WC**
- 101. View Full Screen: **ALT WE**
- 102. View Split Screen: **ALT WS**

ALT and Triple Letter Excel Short Cuts

- 103. Clear Cell Contents: **ALT AEC**
- 104. Get External Data from text file: **ALT AFT**
- 105. Get External Data from HTML source: **ALT AFW**
- 106. Sort Ascending: **ALT ASA**
- 107. Sort Descending: **ALT ASD**
- 108. Custom Sort: **ALT ASS**
- 109. Clear Cell formats: **ALT EAF**
- 110. Save and Send: **ALT FDA**
- 111. Freeze Panes: **ALT WFF**

ALT and Number Excel Short Cuts

- 112. Switch on AutoSave: **ALT 1**
- 113. Open Previous Actions: **ALT 2**

ALT and Punctuation Excel Short Cuts

- 114. Calculate Autosum from selected cells: **ALT , =**
- 115. Invoke cell filters: **ALT Down Arrow**
- 116. Create Multiple Lines within the same cell: **ALT ENTER**

ALT and FUNCTION Excel Short Cuts:

- 117. Create a Chart: **ALT F1**
- 118. Save As: **ALT F2**
- 119. Save: **ALT F4**
- 120. Refresh External Data: **ALT F5**
- 121. Open Selection and Visibility Dialog: **ALT F10**
- 122. Open Visual Basic Application Editor: **ALT F11**

What are the best Excel short cut keys?

The Excel short cut keys that you will find most useful really depends upon the way in which you use Microsoft Excel and the tasks which you perform most regularly. A few of our favorites include Flash Fill (**CTRL E**), Quick Analysis (**CTRL Q**) and creating a chart (**ALT F1**). There are now hundreds of Excel short cuts, and we have endeavoured to include as many of the best time-saving ones as we can with 122 covered here.

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Can I just pass on my thanks to your team for the training you provided in York. I've had lots of positive feedback from the staff involved.

Really useful. Really knowledgeable trainer
(*Advanced Excel Training Worcester*)

The trainer explained everything really well. I found the course easy to follow.
(*Intermediate Excel training Milton Keynes*)

Happy with everything.
(*Advanced Excel Training Aylesbury Buckinghamshire*)

We have had a few people over the years but the way the trainer picked up our business and requirements so quickly – all I can say is you have a diamond there.
(*Intermediate Excel Training Grimsby*)

We all thoroughly enjoyed the course, we learned a great deal and thought Sara was a brilliant trainer, very patient with a fantastic way of teaching us, so thank you for that.
(*Intermediate Excel training Darlington County Durham*)

Five Star Review

"We had some really great feedback from the last two training sessions, on the quality of the content as well as the delivery from the trainer."
Excel Training London

The content covered the exact content required after the beginners course. The information will allow me to improve the spreadsheets currently in use.
(*Intermediate Excel Training Dudley*)

Great course!
(*Excel Beginners Training Peterborough*)

The training approach and style was great. Incredibly informative and supportive.
(*Introduction to Excel Training Watford Hertfordshire*)

Great teacher!
(*Intermediate Excel Training Canterbury*)

Its an excellent course. I was impressed by the discovery of so many tools that will facilitate our working life. The trainer is excellent, everything was perfect.
(*Beginners Excel Training Cambridgeshire*)

Very happy to learn so much.
(*Intermediate Excel Training Oxfordshire*)

Covered all objectives. Wish We'd had two days.
(*VBA for Excel Training Milton Keynes*)

The course was excellent, covering more in a single day of training than I anticipated would be possible with a high degree of clarity.
(*VBA for Excel Training Manchester*)

Very informative, easy to follow. Trainer was clear with his explanations
(*Microsoft Excel training Leeds West Yorkshire*)

Excellent day!
(*Excel training Rochdale, Greater Manchester*)

Brilliant Training, went at the right speed [and] was made relevant to work
(*Excel training Manchester, Lancashire*)

Fantastic course, not too much information overload. Explained simple. Exactly what I needed. Many thanks.
(*Introductory Excel training Leeds West Yorkshire*)

The flexibility of the course was ideal.
(Advanced Excel 2010 training Edinburgh, Midlothian)

The guys who came to the course this week were very impressed with the whole set up and are now eager to attend the next level up.
(Beginners Excel training Leeds, West Yorkshire)

The course has improved my knowledge of Microsoft Excel and was a good pace so easily understandable. Gerry was very patient and helped each of us where we needed it.
(Microsoft Excel training Newcastle Upon Tyne)

Although a total beginner on Excel, I found the course to be extremely helpful.
(Excel training Shipley)

Made what I thought was going to be completely foreign to me easy to understand. I can actually see where I can use Excel in my day job now. Max was very good and took the time to make sure we understood. [...] Nothing could be improved.
(Excel training Leeds West Yorkshire)

Very Useful.
(Advanced MS Excel Training Ripley, Derbyshire)

Enjoyable and informative.
(Excel advanced training Grimsby, Lincolnshire)

The training session went very well and I have had a lot of good feedback from the participants.
(Microsoft Excel Training Halifax West Yorkshire)

Course exceeded expectations.
(Microsoft Excel Training Sutton-in-Ashfield, Nottinghamshire)

The day was very well constructed and presented.
(Intermediate Microsoft Excel Training Leeds, West Yorkshire)

Training very clear. Never felt rushed or pressured to complete tasks. Each item explained and demonstrated very well. Easy to follow
(Advanced Microsoft Excel Training Coventry, Warwickshire)

Good course, good information, good trainer and at a nice tempo
(Advanced Microsoft Excel Training Hinckley, Leicestershire)

Excellent, the best Excel course I have ever been on. Trainer gave time and patience to us all.
(Beginners Microsoft Excel Training Malmesbury, Wiltshire)

A very robust day's training.
(Beginners Microsoft Excel Training Peterborough, Cambridgeshire)

The course in Edinburgh was incredible
(Beginners Microsoft Excel Training Edinburgh, Midlothian)

Five Star Review

"Thank You. We got very good feedback from all who attended the beginners course last week."
Virtual Classroom Excel Training Glasgow