VIRTAVIS LEARNING

FREE CHEAT SHEET

Excel Shortcuts

The 63 shortcuts data analysts use most, for Windows and Mac.

HOW TO READ IT

Ctrl + C — Hold together

Alt › H — Tap one after another (Windows ribbon keys)

– — No built-in Mac shortcut

Mac: Cmd = ⌘ Command, Opt = ⌥ Option. On a laptop, hold **Fn** for Home, End, Page Up/Down and F-keys.

EVERYDAY ESSENTIALS

ACTION	WINDOWS	MAC
New workbook	Ctrl + N	Cmd + N
Open workbook	Ctrl + O	Cmd + O
Save	Ctrl + S	Cmd + S
Save As	F12	Cmd + Shift + S
Close workbook	Ctrl + W	Cmd + W
Undo	Ctrl + Z	Cmd + Z
Redo / repeat last action	Ctrl + Y or F4	Cmd + Y
Copy	Ctrl + C	Cmd + C
Paste	Ctrl + V	Cmd + V
Paste Special	Ctrl + Alt + V	Ctrl + Cmd + V
Find	Ctrl + F	Cmd + F
Find and replace	Ctrl + H	Ctrl + H

MOVE AND SELECT

ACTION	WINDOWS	MAC
Jump to edge of data Stops at the first blank cell	Ctrl + Arrow	Cmd + Arrow
Select to edge of data	Ctrl + Shift + Arrow	Cmd + Shift + Arrow
Go to cell A1	Ctrl + Home	Ctrl + Home
Go to last used cell	Ctrl + End	Ctrl + End
Select entire row	Shift + Space	Shift + Space
Select entire column	Ctrl + Space	Ctrl + Space
Select current region Press again for the whole sheet	Ctrl + A	Cmd + A
Go To a cell or name	F5 or Ctrl + G	Ctrl + G
Scroll back to active cell	Ctrl + Backspace	Ctrl + Delete
Next sheet	Ctrl + PgDn	Opt + →
Previous sheet	Ctrl + PgUp	Opt + ←

CLEAN AND PREPARE DATA

ACTION	WINDOWS	MAC
Format as a Table	Ctrl + T	Cmd + T
Turn filters on / off	Ctrl + Shift + L	Cmd + Shift + F
Open filter dropdown Select the header cell	Alt + ↓	Opt + ↓
Fill down	Ctrl + D	Cmd + D
Fill right	Ctrl + R	Cmd + R
Flash Fill Type one example first	Ctrl + E	–
Remove duplicates	Alt › A › M	–
Text to columns	Alt › A › E	–
New line inside a cell	Alt + Enter	Opt + Return

FORMULAS

ACTION	WINDOWS	MAC
AutoSum	Alt + =	Cmd + Shift + T
Insert function	Shift + F3	Shift + F3
Edit active cell	F2	Ctrl + U
Lock a reference ($)	F4	Cmd + T
Show / hide formulas ` is the key left of 1	Ctrl + `	Ctrl + `
Calculate active sheet	Shift + F9	Cmd + Shift + =
Calculate all workbooks	F9	Cmd + =
Array formula (older Excel) Not needed in Excel 365 or 2021+	Ctrl + Shift + Enter	Ctrl + Shift + Return

PIVOTTABLES AND CHARTS

ACTION	WINDOWS	MAC
Insert PivotTable Older Excel: Alt, N, V	Alt › N › V › T	–
Refresh this PivotTable	Alt + F5	–
Refresh all data	Ctrl + Alt + F5	–
Chart on this sheet	Alt + F1	–
Chart on a new sheet	F11	–
Group rows or columns	Alt + Shift + →	Cmd + Shift + K
Ungroup	Alt + Shift + ←	Cmd + Shift + J

FORMATTING

ACTION	WINDOWS	MAC
Format Cells dialog	Ctrl + 1	Cmd + 1
Bold	Ctrl + B	Cmd + B
Strikethrough	Ctrl + 5	Cmd + Shift + X
Number with 1,000s commas	Ctrl + Shift + !	Ctrl + Shift + !
Percentage	Ctrl + Shift + %	Ctrl + Shift + %
Currency Uses your local currency	Ctrl + Shift + $	Ctrl + Shift + $
Date	Ctrl + Shift + #	Ctrl + Shift + #
General (no number format)	Ctrl + Shift + ~	Ctrl + Shift + ~
Bigger font Smaller: Alt, H, F, K · Mac: Cmd+Shift+<	Alt › H › F › G	Cmd + Shift + >

SHEETS AND WINDOWS

ACTION	WINDOWS	MAC
Insert new sheet	Shift + F11	Shift + F11
Delete sheet	Alt › H › D › S	–
Rename sheet	Alt › H › O › R	–
Hide sheet	Alt › H › O › U › S	–
Unhide sheet	Alt › H › O › U › H	–
Freeze panes	Alt › W › F › F	–
Switch workbook	Ctrl + Tab	Cmd + `

F4 LOCKS REFERENCES

A2 RELATIVE → A2 ABSOLUTE → A$2 ROW LOCKED → $A2 COLUMN LOCKED

FIRST LOOK AT NEW DATA

- Ctrl + T — **Make it a Table.** Formulas, filters and charts then grow with new rows.
- Ctrl + ↓ — **Find where it really ends.** If the jump stops early, there's a blank row hiding.
- Alt + ↓ — **Open each filter list.** Spot blanks, typos and odd categories, e.g. "Londn".
- Alt + = — **Total the key columns.** Do they match the source report? If not, find out why.
- Ctrl + ` — **Show the formulas.** Check what's calculated and what's typed in by hand.

Check the numbers. Then say what they mean.

By **Sophie Lumpa**, Data and Business Intelligence Specialist. Shortcuts checked for Microsoft 365. © 2026 Virtavis Learning · Free to share with credit

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