

Microsoft Excel 2019 cheat sheet

Frequently used shortcuts

Ctrl + W	Close a workbook
Alt + H	Go to the Home tab
Alt + A	Go to Data tab
Ctrl + Shift + F3	Create names from selection

Ribbon: Work in the ribbon with the keyboard

Ctrl + F1	Expand or collapse the ribbon
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Navigating in cells

Ctrl + Shift + End	Extend the selection of cells to the last used cell on the worksheet (lower-right corner)
Ctrl + Home	Move to the beginning of a worksheet

Formatting cells

Ctrl + Shift + +	Open the Insert dialog to insert blank cells
Ctrl + Alt + V	Open the Paste Special dialog box
Ctrl + D	Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below

Making selections and performing actions

Alt + Enter	Start a new line in the same cell
Ctrl + Enter	Fill the selected cell range with the current entry

Working with data, functions, and the formula bar

Ctrl + Shift + U	Expand or collapse the formula bar
Ctrl + Alt + F9	Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation

Ctrl + Shift + A	Insert argument names and parentheses when the insertion point is to the right of a function name in a formula
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Ctrl + E	Invoke Flash Fill to automatically recognize patterns in adjacent columns and fill the current column
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Alt + F8	Create, run, edit, or delete a macro
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Alt + F11	Open the Microsoft Visual Basic For Applications Editor
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Other useful shortcut keys

For example, Alt, W, P switches the worksheet to Page Layout view.

CTRL combination shortcut keys

Ctrl + F	Displays the Find and Replace dialog box, with the Find tab selected
Ctrl + Shift + Z	Uses the Undo or Redo command to reverse or restore the last automatic correction when AutoCorrect Smart Tags are displayed

Bonus tips

Source: Microsoft Office help pages

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More information: defkey.com/microsoft-excel-shortcuts?filter=basic

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