

26 NEED-TO-KNOW EXCEL SHORTCUTS CHEAT SHEET FOR WINDOWS

Shortcut	Use
Ctrl A	Select all data
Shift Space	Select entire row
Ctrl Space	Select entire column
Ctrl Home	Go to top left cell
Ctrl End	Go to bottom right cell
Ctrl ↑ ↓ ← →	Jump across table
Ctrl Shift ↑ ↓ ← →	Select across table
Alt HOI	Autofit column widths
Alt HOA	Autofit row lengths
Ctrl Shift L	Insert filter
Ctrl T	Insert table
Ctrl Shift +	Add rows
Ctrl -	Delete rows
Shift & Drag	Move rows
Fn 11	Insert Chart
Ctrl 0	Hide column(s)
Ctrl 9	Hide row(s)
Alt ;	View hidden columns/rows
Ctrl Shift ;	Insert current time
Ctrl ;	Insert current date
Alt A M	Remove duplicate rows
Alt =	Autosum
Ctrl E	Autofill
Ctrl N	Open new notebook
Ctrl Shift \$	Format currency
Ctrl Shift %	Format Percentage



17 NEED-TO-KNOW EXCEL SHORTCUTS CHEAT SHEET FOR MACBOOK

Shortcut	Use
⌘ A	Select all data
Shift Space	Select entire row
Ctrl Space	Select entire column
⌘ ↑ ↓ ← →	Jump across table
⌘ Shift ↑ ↓ ← →	Select across table
Ctrl Shift L	Insert filter
⌘ Shift +	Add rows
⌘ -	Delete rows
Shift & Drag	Move rows
⌘ 0	Hide column(s)
⌘ 9	Hide row(s)
Option ;	View hidden columns/rows
⌘ ;	Insert current time
Ctrl ;	Insert current date
⌘ N	Open new notebook
Ctrl Shift \$	Format currency
Ctrl Shift %	Format Percentage

*These are the shortcuts that work for Mac

