Keyboard Shortcuts
Microsoft Excel

Windows · Swiss keyboard · English user interface · Microsoft 365

NAVIGATE AND SELECT

Ctrl + Arrow key	Jump to the edge of the data region
Ctrl + Shift + Arrow key	Select to the edge of the data region
Ctrl + Home	Go to cell A1
Ctrl + End	Go to the last used cell
Ctrl + A	Select the data region, twice: entire sheet
Shift + Space	Select the entire row
Ctrl + Space	Select the entire column
F5 / Ctrl + G	Go To (cell, range or name)
Ctrl + Page Down / Ctrl + Page Up	Next or previous worksheet

ENTER AND EDIT

F2	Edit the cell, cursor at the end
Alt + Enter	Line break within a cell
Ctrl + Enter	Fill the entry into all selected cells
Ctrl + D	Fill down
Ctrl + R	Fill right
Ctrl + E	Flash Fill
Ctrl + ;	Insert the current date
Ctrl + Shift + :	Insert the current time
Ctrl + Z / Ctrl + Y	Undo / Redo
Shift + F2	Insert or edit a note

FORMAT

Ctrl + 1	Format Cells dialog
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + 5	Strikethrough
Ctrl + Shift + 1	Number with thousands separator and 2 decimals
Ctrl + Shift + 3	Date format
Ctrl + Shift + 4	Currency format
Ctrl + Shift + 5	Percentage format

FORMULAS AND FUNCTIONS

=	Start a formula
F4	Toggle reference: absolute, mixed, relative
Shift + F3	Insert Function dialog
Alt + =	Insert AutoSum
Tab	Accept the suggested function
F9	Calculate all workbooks
Ctrl + F3	Open the Name Manager

TABLES, FILTERS AND DATA

Ctrl + T	Format the range as an Excel table
Ctrl + Shift + L	Turn filters on or off
Alt + Arrow down	Open the filter menu of the current column
Ctrl + Q	Open Quick Analysis
Alt + F1	Create a chart from the selected data
Ctrl + +	Insert cells, rows or columns
Ctrl + -	Delete cells, rows or columns
Ctrl + 9 / Ctrl + 0	Hide rows / columns
Ctrl + F / Ctrl + H	Find / Replace

WORKBOOKS AND WORKSHEETS

Shift + F11	Insert a new worksheet
Ctrl + N	New workbook
Ctrl + S	Save
F12	Save As
Ctrl + P	Print and print preview
Ctrl + W	Close the workbook
Ctrl + F1	Show or hide the ribbon
Alt	Show KeyTips on the ribbon

Note: some shortcuts may differ depending on version and language settings.

Training and consulting: xcell-it.com/en