25 Excel shortcuts that save you hours

Excel for Windows. Press the keys together. Free from Sheet Snack.

TYPE LESS

Ctrl + ;	Today's date
Ctrl + Shift + ;	Time right now
Alt + =	AutoSum the cells above
Ctrl + E	Flash Fill the pattern you started
Ctrl + D	Copy the cell above down
Ctrl + R	Copy the cell on the left to the right
Ctrl + Enter	Fill every selected cell with the same entry
Alt + Enter	New line inside a cell

MOVE AND SELECT

Ctrl + Arrow	Jump to the edge of the data
Ctrl + Shift + Arrow	Select to the edge of the data
Ctrl + Space	Select the whole column
Shift + Space	Select the whole row
Ctrl + Page Down	Next sheet

TIDY THE SHEET

Ctrl + T	Turn the range into a table
Ctrl + Shift + L	Filters on or off
Ctrl + -	Delete rows or cells
Ctrl + Shift + +	Insert rows or cells
Ctrl + 1	Format Cells window
Ctrl + Shift + $	Currency format
Ctrl + Shift + %	Percent format

FORMULAS

F2	Edit the active cell
F4	While editing: cycle A1, A$1, $A1, A1
Ctrl + `	Show formulas instead of results
Ctrl + Z	Undo
Ctrl + Y	Redo