

# The **BEST DAMN** Excel Shortcut Sheet. **PERIOD.**

## The Basics: Get to know these like the back of your hand

**Ctrl + A** - Select all cells

**Ctrl + C** - Copy selected cells

**Ctrl + V** - Paste copied cells

**Ctrl + Z** - Undo last action

**Ctrl + Y** - Redo last action

**Ctrl + F** - Find and Replace

**Ctrl + B** - Bold selected text

**Ctrl + I** - Italicize selected text

**Ctrl + U** - Underline selected text

**Ctrl + T** - Create a table

**Ctrl + R** - Fill formulas right

**Ctrl + D** - Fill formulas down

## The Next Level: Spend less time in the ribbon, more time in your sheet.

**Ctrl + Shift + :** - Enter current time

**Ctrl + ;** - Enter current date

**Ctrl + Shift + !** - Apply number format

**Ctrl + Shift + \$** - Apply currency format

**Ctrl + Shift + %** - Apply percentage format

**Ctrl + Shift + #** - Apply date format

**Ctrl + Shift + @** - Apply time format

**Ctrl + Shift + &** - Apply outline border

**Ctrl + Shift + \_** - Remove outline border

**Ctrl + Shift + ~** - Apply general format

**Ctrl + Shift + ^** - Apply exponent format

## The Advanced List: Master these and you will fly through projects.

**Ctrl + Shift ++** - Insert a new row or column

**Ctrl + --** - Delete a selected row or column

**Ctrl + Shift + L** - Add filters

**Ctrl + Pg Up** - Move to previous sheet

**Ctrl + Pg Down** - Move to next sheet

**F2** - Edit the active cell

**F4** - Insert absolute cell reference

**F5** or **Ctrl + G** - Go to a specific cell or range

**F7** - Spell check

**F11** - Create a chart

**Alt + =** - Apply the SUM function

**Alt + Enter** - Add a line break in a cell

**BONUS: Scan the QR code to unlock the secret to accessing ALL the shortcuts in the ribbon!**

