

FUNCTIONAL EXCEL CHEATSHEET

MICROSOFT EXCEL

GENERAL

New worksheet	Shift + F11
Move worksheets	Ctrl + PgUp /PgDn
Rename worksheet	Alt + O,H,R
Move or copy worksheet	Alt + H,O,M
Repeat previous action	F4
Select All	Ctrl + A
Find	Ctrl + F
Replace	Ctrl + H
Freeze panes	Alt + W,F,F

ROWS & COLUMNS

Select Row	Shift + Spacebar
Select Column	Ctrl + Spacebar
Insert Row	Alt + I,R
Insert Column	Alt + I,C
Delete Rows/Columns	Ctrl + -
Group Rows/Columns	Alt + A,G,G
Ungroup Rows/Columns	Alt + A,U,U
Hide grouped cells	Alt + A,H
Unhide grouped cells	Alt + A,J

DATA MANIPULATION

Add / Remove filter	Ctrl + Shift + L
Sort data	Alt + A,S,S
Sort data ascending	Alt + A,S,A
Sort data descending	Alt + A,S,D
Remove duplicates	Alt + A,M
Data validation	Alt + A,V,V
Data table	Alt + A,W,T

GENERAL FORMATTING

Format cell menu	Ctrl + 1
Paste format	Alt + E,S,T
Add outline border	Ctrl + Shift + &
Autofit columns	Alt + H,O,I
Autofit rows	Alt + H,O,A
Specify column width	Alt + O,C,W
Bold text	Ctrl + B
Italics	Ctrl + I
Underline text	Ctrl + U

NUMBER FORMATTING

Date format	Ctrl + Shift + #
Time format	Ctrl + Shift + @
Currency format	Ctrl + Shift + \$
Percent format	Ctrl + Shift + %
Add decimal place	Alt + H,0
Remove decimal place	Alt + H,9

FORMULA AUDITING

Trace precedents	Alt + M,P
Trace dependents	Alt + M,D
Remove traces	Alt + M,A,A
Show formulas	Ctrl + `

TABLES & PIVOT TABLES

Insert table	Ctrl + T
Create pivot table	Alt + N,V
Insert slicer	Alt + N,S,F