# 25 Excel Shortcuts That Save Hours of Work

Quick Cheat Sheet for Faster Excel Productivity

| Shortcut | Function |
|---|---|
| Ctrl + C | Copy selected cells |
| Ctrl + V | Paste copied cells |
| Ctrl + X | Cut selected cells |
| Ctrl + Z | Undo last action |
| Ctrl + Y | Redo last action |
| Ctrl + Arrow Key | Jump to edge of data |
| Ctrl + Home | Go to beginning of worksheet |
| Ctrl + End | Go to last used cell |
| Ctrl + Page Up | Switch to previous sheet |
| Ctrl + Page Down | Switch to next sheet |
| Ctrl + D | Fill down |
| Ctrl + R | Fill right |
| Ctrl + Enter | Fill all selected cells |
| Alt + Enter | New line within a cell |
| F2 | Edit selected cell |
| Ctrl + B | Bold text |
| Ctrl + I | Italic text |
| Ctrl + U | Underline text |
| Ctrl + 1 | Open Format Cells |
| Ctrl + Shift + $ | Apply currency format |
| Ctrl + Shift + L | Toggle filters |
| Alt + = | AutoSum formula |
| Ctrl + T | Create table |
| Ctrl + Shift + + | Insert row or column |
| Ctrl + - | Delete row or column |