LEARNESY

Shortcuts for Excel 2019 PC

Keyboard shortcuts based on the English version of Excel 2019 for PC.
The shortcuts may vary if you have an older version or if it's in a different language.

In order to	Press
Using the Ribbon with the keyboard	ALT
Open	CTRL + O
Save	CTRL + S
Save As	F12
Print	CTRL + P
Minimise or maximise the Ribbon	CTRL + F1
Format cells	CTRL + 1
Copy	CTRL + C
Cut	CTRL + X
Paste	CTRL + V
Paste Special	CTRL + ALT + V
Copy the cell above	CTRL + D
Undo	CTRL + Z
Redo	CTRL + Y
Remove cell contents	DELETE
Leave cell	ESC
Move to the end of the current cell area in a spreadsheet	CTRL + Arrow
Move to the next spreadsheet	CTRL + Page Down
Move to the previeous spreadsheet	CTRL + Page Up
Insert a new page	ALT + SHIFT + F1
Select everything	CTRL + A
Select the entire column in a spreadsheet	CTRL + SPACEBAR
Select the entire row in a spreadsheet	SHIFT + SPACEBAR
Insert cells	CTRL + +
Remove cells	CTRL + -
Edit the current cell	F2
Toggle between absolute and relative reference	F4
Insert function	SHIFT + F3
Show the dialogue box Find and Replace	CTRL + B
Close a spreadsheet	CTRL + W
Close Excel	ALT + F4