

Excel Formula Shortcut Keys - Complete Cheat Sheet (Windows)

Formulas, editing, auditing, calculation, formatting and navigation

Formula Entry

Shortcut Key	Function	Example
=	Start a formula	=SUM(A1:A5)
Alt + =	AutoSum	=SUM(A1:A10)
Alt + M, U, S	AutoSum (Formulas tab)	Sum selected cells
Alt + M, U, A	Insert AVERAGE function	=AVERAGE(B1:B10)
Alt + M, U, C	Insert COUNT function	=COUNT(B1:B10)
Alt + M, U, M	Insert MAX function	=MAX(B1:B10)
Alt + M, U, I	Insert MIN function	=MIN(B1:B10)
Shift + F3	Insert Function dialog	Choose a function quickly
Alt + M, F	Insert Function (Ribbon)	Open function picker
Ctrl + Shift + Enter	Enter legacy array formula	{=A1:A3*B1:B3}
Alt + Enter	New line within a cell	Line break in long formulas
Ctrl + K	Insert hyperlink	=HYPERLINK("url","text")
Ctrl + ;	Insert today's date	13/08/2025
Ctrl + Shift + :	Insert current time	14:45

Formula Editing & Filling

Shortcut Key	Function	Example
F2	Edit active cell	Edit formula in place
F4	Toggle reference type	A1 -> \$A\$1 -> A\$1 -> \$A1
Ctrl + D	Fill formula down	Copy formula downward
Ctrl + R	Fill formula right	Copy formula across
Ctrl + '	Copy formula from cell above	Duplicate formula only
Ctrl + Shift + "	Copy value from cell above	Duplicate value only
Ctrl + C	Copy	Copy selected formula
Ctrl + X	Cut	Move selected formula
Ctrl + V	Paste	Paste formula/value
Ctrl + Alt + V, F	Paste Special: Formulas	Paste formulas only
Ctrl + Alt + V, V	Paste Special: Values	Paste results only
Ctrl + 1	Format Cells dialog	Number/date/time settings
Ctrl + E	Flash Fill	Complete patterns for inputs
Ctrl + T	Create table from range	Structured references

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Shortcut Key	Function	Example
Alt + H, F, D	Fill Down (Ribbon)	Quick copy from first cell
Alt + H, F, R	Fill Right (Ribbon)	Copy across from first cell

Formatting for Formula Results

Shortcut Key	Function	Example
Ctrl + Shift + ~	Apply General format	Reset cell format
Ctrl + Shift + !	Number format (2 decimals)	1,234.56
Ctrl + Shift + @	Time format	14:35
Ctrl + Shift + #	Date format	12-Mar-2025
Ctrl + Shift + \$	Currency format	\$1,200.00
Ctrl + Shift + %	Percentage format	75%
Ctrl + Shift + ^	Scientific format	1.23E+04
Ctrl + B	Bold	Emphasize results
Ctrl + I	Italic	Emphasize results
Ctrl + U	Underline	Emphasize results
Alt + H, 0	Increase decimal places	More precision
Alt + H, 9	Decrease decimal places	Less precision
Alt + H, O, I	AutoFit column width	Fit long formulas/results

References & Auditing

Shortcut Key	Function	Example
Ctrl + `	Show or hide formulas	Toggle formula view
Ctrl + [Go to precedent cell(s)	Jump to referenced cells
Ctrl +]	Go to dependent cell(s)	Select direct dependents
Alt + M, P	Trace precedents	Draw arrows from references
Alt + M, D	Trace dependents	Draw arrows to dependents
Alt + M, A	Remove arrows	Clear audit arrows
Alt + M, V	Evaluate Formula	Step through calculation
Alt + M, W	Watch Window	Monitor key cells
Ctrl + F3	Name Manager	Edit named ranges
Ctrl + Shift + F3	Create names from selection	Define names from labels
F3	Paste Name	Insert named range in formula

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Shortcut Key	Function	Example
Ctrl + Shift + U	Expand/collapse formula bar	See long formulas fully
Alt + Down Arrow	Show data validation list	Open dropdown options
Ctrl + G	Go To	Jump to any cell or name
F5	Go To	Jump to any cell or name

Calculation & Recalculation

Shortcut Key	Function	Example
F9	Calculate workbook (manual mode)	Update all open workbooks
Shift + F9	Calculate active worksheet	Recalculate current sheet
Ctrl + Alt + F9	Force calculate all	Full recalculation
Ctrl + Alt + Shift + F9	Rebuild dependency tree	Fix calc inconsistencies

Navigation & Selection

Shortcut Key	Function	Example
Ctrl + Arrow Keys	Move to edge of data region	Quick navigation
Ctrl + Shift + Arrow Keys	Extend selection to edge	Select ranges fast
Ctrl + Space	Select entire column	Apply formula to column
Shift + Space	Select entire row	Apply formula to row
Ctrl + Shift + *	Select current region	Same as Ctrl + Shift + 8
Ctrl + Home	Go to A1	Top-left of sheet
Ctrl + End	Go to last used cell	Bottom-right of data
Ctrl + Page Up	Switch to previous sheet	Navigate sheets
Ctrl + Page Down	Switch to next sheet	Navigate sheets