



Essential Excel Shortcuts for Savvy Digital Marketers



Navigation



Move up through a selection



Jump to the top of a column



Jump to the bottom of a column



Jump to the corner of a selection



Close the active workbook window



Switch to previous workbook window



Start a new chart sheet



Insert a new sheet



Repeat the last action



Fill selected cell with the content in the cell above selected cell



Fill selected cell with the content in the cell to the left of selected cell



Formulas



Start a formula (e.g. "=A4+A5")



Insert AutoSum formula



Edit active cell



Display the Formula Builder after you type a valid function name in a formula



Go to the next open worksheet



Go to the previous open worksheet

Selection



Expand the selection by one cell either up or down



Expand the selection to the last non-empty cell



Select entire column



Select entire row



Select entire sheet



Select only the visible cells in the current selection

Misc



Open spelling & grammar check



Insert a comment



Save your work as



Insert current date



Insert current time



Insert a hyperlink

Formatting



Find and replace values



Show all values as percentages



Show all values as currency



Show all values in general number format



Apply an outline border to selected cells



Apply or remove bold formatting to selected cells



Apply or remove italic formatting to selected cells



Hide selected rows



Unhide selected rows



Hide selected columns



Unhide selected columns