

Action	Shortcut	Type	Action	Shortcut	Type	Action	Shortcut	Type
Copy	Ctrl + c	Copy & Paste	Cell Format	Ctrl + 1	Cell Format	Calculate worksheets	F9	Calculate
Paste	Ctrl + v		Format as %	Ctrl + %		Calculate active worksheet	Shift + F9	
Paste Special	Ctrl + Alt + v		Format as Number	Ctrl + !		Force recalculate all	Ctrl + Alt + F9	
Select Row	Shift + Space	Select & Navigate	Add Autofilter	Ctrl + Shift + l ("L")	Filter	Go To Special	F5 → Alt + s	Search
Select Column	Ctrl + Space		Clear Filter	Alt → a → c		Find	Ctrl + f	
Jump to End	Ctrl + Arrow		Show Dropdown List	Alt + Arrow down		Replace	Ctrl + h	
Mark + Jump to End	Shift + Ctrl + Arrow		Hide Sheet	Alt → o → h → h		Delete/ insert Row/ Column	Ctrl + - / Ctrl + +	
Group	Alt + Shift + Arrow right	Group & Ungroup	Unhide Sheet	Alt → o → h → u	Worksheet functions	Open Data Validation	Alt + d + l ("L")	Others
Ungroup	Alt + Shift + Arrow left		Rename Sheet	Alt → o → h → r		Create Pivot Table	Alt → n → v	
Add \$ in Formula	F4 (in Cell)	In Cell	Insert new Worksheet	Alt + Shift + F1		Repeat last Action	F4 (not in Cell)	
Line break within Cell	Alt + Enter (in Cell)		Go to next/ previous Sheet	Ctrl + Page up/ Page down		Enter Cell	F2	

→ = press keys after each other

+ = press keys at the same time

() = additional hint

Note: Some shortcuts (such as "%" or "!") may require additional keys (such as "Shift")

