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50+ Essential Excel Shortcuts for Project Managers – Cheat Sheet

A handy PDF cheat sheet containing 50+ essential Excel keyboard shortcuts specifically curated for project managers. Boost your productivity, streamline tasks, and manage your projects efficiently with these quick-reference shortcuts. **Visit Excelx.com for more useful Resource and Templates for Project management**.

Navigation

Ctrl + Arrow keys	Quickly navigate to the edge of your data
Ctrl + Home	Instantly move to cell A1
Ctrl + End	Jump directly to the last used cell
Ctrl + Page Up/ Down	Easily move between worksheet tabs

Selection

Ctrl + Shift + Arrow keys	Select a range of data quickly
Shift + Spacebar	Select an entire row
Ctrl + Spacebar	Select an entire column
Ctrl + A	Select the entire worksheet

Formatting

Ctrl + B/I/U	Bold, italicize, or underline text
Ctrl + Shift + #	Apply date formatting
Ctrl + Shift + $	Apply currency formatting
Alt + H + O + I	Automatically resize columns to fit content

Data Management

Ctrl + D	Quickly fill down the cell contents
Ctrl + R	Quickly fill right the cell contents
Ctrl + Shift + L	Apply or remove filters
Alt + D + S	Sort data swiftly

Formulas

Alt + =	Quickly insert the SUM formula
F4	Toggle between absolute and relative cell references
Ctrl + '	Copy formula from above cell
Ctrl + Shift + Enter	Enter an array formula

General Productivity

Ctrl + Z/Y	Undo or redo actions instantly
Ctrl + S	Quickly save your workbook
Ctrl + W	Close the current workbook without exiting Excel
Ctrl + Tab	Switch between open Excel workbooks

Editing

F2	Edit active cell
Alt + Enter	Insert line break within a cell
Ctrl + X	Cut selected cells
Ctrl + C	Copy selected cells
Ctrl + V	Paste copied or cut cells

Worksheet Management

Shift + F11	Insert a new worksheet
Alt + E + L	Delete selected worksheet
Ctrl + Drag worksheet tab	Quickly copy a worksheet
Ctrl + F	Open Find dialog box
Ctrl + H	Open Replace dialog box

Viewing

Ctrl + 9	Hide selected rows
Ctrl + 0	Hide selected columns
Ctrl + Shift + 9	Unhide hidden rows
Ctrl + Shift + 0	Unhide hidden columns
Ctrl + Alt + V	Open Paste Special dialog box (advanced options)

Cell Operations

Ctrl + (+)	Insert cells, rows, or columns
Ctrl + (-)	Delete cells, rows, or columns
Ctrl + ;	Insert current date
Ctrl + Shift + ;	Insert current time

Comments and Notes

Shift + F2	Insert or edit a cell comment
Alt + R + D	Delete a comment from selected cell
Alt + R + N	Insert a note into selected cell
Alt + R + T	Convert a note to a threaded comment

Printing and Page Layout

Ctrl + P	Open the Print dialog box
Alt + P + S + P	Open the Page Setup dialog box
Alt + W + I	Switch to Page Break Preview
Alt + W + L	Switch to Normal View

Pivot Tables

Alt + N + V	Insert a Pivot Table
Alt + J + T + R	Refresh Pivot Table
Alt + J + T + C	Clear Pivot Table filters
Alt + J + T + P	Open Pivot Table Options

Charts and Visuals

F11	Quickly create a chart on a new worksheet
Alt + F1	Quickly create an embedded chart
Alt + J + C + A	Add chart elements (titles, labels, legends)
Alt + J + C + S	Change chart styles quickly