

EXCEL SHORTCUTS VISUAL BOOK

A PREMIUM VISUAL GUIDE WITH REALISTIC EXCEL WORKBOOK
EXAMPLES

CTRL

SHIFT

EXCEL

@Excel Tricks

Excel for Microsoft 365 • Windows Edition • 2026

WELCOME TO THE PREMIUM EDITION

Every major shortcut is taught with a clear BEFORE → PRESS → AFTER workflow using realistic Excel-style workbook snapshots. The original premium layout has been preserved.

QUALITY STANDARD

- Original Version 2 premium layout preserved
- Only workbook examples improved
- Clear visual differences between BEFORE and AFTER
- High-resolution vector-based Excel illustrations
- @Excel Tricks branding on every page

01 • EVERYDAY

Copy Selected Data

Ctrl

C

LEVEL: BEGINNER EXCEL: Microsoft 365 • Windows

BEFORE

Select the cells you want to copy.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data			
	A	B	C
1	Product	Region	Sales
2	Laptop	East	12,500
3	Mouse	West	8,200
4	Keyboard	North	9,500
5	Monitor	South	15,000

PRESS

Ctrl + C

AFTER

The same range is now in copy mode, ready to paste. The selected range is visibly marked as copied.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data			
	A	B	C
1	Product	Region	Sales
2	Laptop	East	12,500
3	Mouse	West	8,200
4	Keyboard	North	9,500
5	Monitor	South	15,000

PRO TIP: Use Ctrl + C followed by Ctrl + V for the fastest copy workflow.



01 • EVERYDAY

Paste Copied Data

Ctrl**V**

LEVEL: BEGINNER

EXCEL: Microsoft 365 • Windows

BEFORE

Copied data is waiting and destination cells are empty.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data		
	A	B
1	Product	Sales
2	Laptop	12,500
3	Mouse	8,200
4		
5		

PRESS**Ctrl + V****AFTER**

The copied values now appear in the destination cells. The worksheet content has changed.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data		
	A	B
1	Product	Sales
2	Laptop	12,500
3	Mouse	8,200
4	Laptop	12,500
5	Mouse	8,200

PRO TIP: Use Ctrl + Alt + V for Paste Special.

01 • EVERYDAY

Undo Last Action

Ctrl**Z**

LEVEL: BEGINNER

EXCEL: Microsoft 365 • Windows

BEFORE

A recent action changed the value in A3.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data	
	A
1	Status
2	Original
3	Changed

PRESS**Ctrl + Z****AFTER**

Excel reverses the last action and restores the previous value.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data	
	A
1	Status
2	Original
3	Original

PRO TIP: Press repeatedly to step backward through recent actions.

02 • NAVIGATION

Jump to Bottom of Data Region

Ctrl**Down
Arrow**

LEVEL: BEGINNER

EXCEL: Microsoft 365 • Windows

BEFORE

Start at Laptop in cell A2.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data	
	A
1	Product
2	Laptop
3	Mouse
4	Keyboard
5	Monitor

PRESS

Ctrl + Down Arrow

AFTER

The active cell jumps to Monitor at A5.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data	
	A
1	Product
2	Laptop
3	Mouse
4	Keyboard
5	Monitor

PRO TIP: Blank cells affect where Excel stops.

02 • NAVIGATION

Return to Cell A1

Ctrl

Home

LEVEL: BEGINNER

EXCEL: Microsoft 365 • Windows

BEFORE

The active cell is currently at the bottom-right of the data.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data			
	A	B	C
1	Product	Region	Sales
2	Laptop	East	12,500
3	Mouse	West	8,200
4	Keyboard	North	9,500
5	Monitor	South	15,000

PRESS

Ctrl + Home

AFTER

The active cell moves back to A1.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data			
	A	B	C
1	Product	Region	Sales
2	Laptop	East	12,500
3	Mouse	West	8,200
4	Keyboard	North	9,500
5	Monitor	South	15,000

PRO TIP: Use this as a fast navigation reset.

03 • SELECTION

Select Data Instantly

Ctrl

Shift

Down
Arrow

LEVEL: INTERMEDIATE

EXCEL: Microsoft 365 • Windows

BEFORE

Only A2 is active.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data	
	A
1	Sales
2	12,500
3	8,200
4	9,500
5	15,000

PRESS

Ctrl + Shift + Down Arrow

AFTER

The selection expands from A2 to A5. The blue range shows the exact result.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data	
	A
1	Sales
2	12,500
3	8,200
4	9,500
5	15,000

PRO TIP: Excellent for selecting thousands of rows.

03 • SELECTION

Select Current Column

Ctrl

Space

LEVEL: BEGINNER

EXCEL: Microsoft 365 • Windows

BEFORE

Only one cell in the Region column is active.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data			
	A	B	C
1	Product	Region	Sales
2	Laptop	East	12,500
3	Mouse	West	8,200
4	Keyboard	North	9,500
5	Monitor	South	15,000

PRESS

Ctrl + Space

AFTER

The full Region column in the example range is selected.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data			
	A	B	C
1	Product	Region	Sales
2	Laptop	East	12,500
3	Mouse	West	8,200
4	Keyboard	North	9,500
5	Monitor	South	15,000

PRO TIP: Useful before formatting, hiding or deleting a column.

04 • EDITING

Edit the Active Cell

F2

LEVEL: BEGINNER

EXCEL: Microsoft 365 • Windows

BEFORE

The cell contains a completed value.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data		
	A	B
1	Product	Sales
2	Laptop	12500
3	Mouse	8200

PRESS**F2****AFTER**

The insertion cursor is now inside the active cell, showing edit mode.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data		
	A	B
1	Product	Sales
2	Laptop	12500
3	Mouse	8200

PRO TIP: Useful for editing formulas directly.

04 • EDITING

Insert New Line Inside a Cell

Alt

Enter

LEVEL: BEGINNER

EXCEL: Microsoft 365 • Windows

BEFORE

The note is one continuous line inside B2.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data		
	A	B
1	Employee	Notes
2	John	Sales increased in Q2

PRESS

Alt + Enter

AFTER

The same cell now contains two separate lines.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data		
	A	B
1	Employee	Notes
2	John	Sales increased in Q2

PRO TIP: Use Wrap Text if needed to display multiple lines.

04 • EDITING

Fill Down

Ctrl

D

LEVEL: BEGINNER

EXCEL: Microsoft 365 • Windows

BEFORE

Only A2 contains East. The cells below are empty.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data	
	A
1	Region
2	East
3	
4	
5	

PRESS

Ctrl + D

AFTER

The empty cells now contain East. The actual worksheet values changed.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data	
	A
1	Region
2	East
3	East
4	East
5	East

PRO TIP: Great for filling formulas down.

05 • FORMATTING

Open Format Cells

Ctrl

1

LEVEL: BEGINNER

EXCEL: Microsoft 365 • Windows

BEFORE

Sales values are plain numbers.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data		
	A	B
1	Product	Sales
2	Laptop	12500
3	Mouse	8200

PRESS

Ctrl + 1

AFTER

The example shows the result after applying Currency formatting through Format Cells.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data		
	A	B
1	Product	Sales
2	Laptop	\$12,500.00
3	Mouse	\$8,200.00

PRO TIP: Format Cells controls number, alignment, borders and more.

05 • FORMATTING

Apply Bold

Ctrl

B

LEVEL: BEGINNER	EXCEL: Microsoft 365 • Windows
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BEFORE

Heading is plain text.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data	
	A
1	Monthly Sales
2	12,500
3	8,200

PRESS

Ctrl + B

AFTER

Heading is emphasized in bold (shown with stronger uppercase styling in the illustration).

Sales_Report.xlsx • Home Insert Page Layout Formulas Data	
	A
1	MONTHLY SALES
2	12,500
3	8,200

PRO TIP: Ctrl + B is a toggle.

06 • DATA

Create an Excel Table

Ctrl

T

LEVEL: BEGINNER

EXCEL: Microsoft 365 • Windows

BEFORE

Start with a normal contiguous dataset.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data			
	A	B	C
1	Product	Region	Sales
2	Laptop	East	12,500
3	Mouse	West	8,200
4	Keyboard	North	9,500
5	Monitor	South	15,000

PRESS

Ctrl + T

AFTER

The range becomes an Excel Table with styled headers and filter arrows.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data			
	A	B	C
1	Product ▼	Region ▼	Sales ▼
2	Laptop	East	12,500
3	Mouse	West	8,200
4	Keyboard	North	9,500
5	Monitor	South	15,000

PRO TIP: Tables add filters, structured references and automatic expansion.

06 • DATA

Flash Fill

Ctrl

E

LEVEL: INTERMEDIATE EXCEL: Microsoft 365 • Windows

BEFORE
Enter one example that demonstrates the desired pattern.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data		
	A	B
1	Full Name	First Name
2	John Smith	John
3	Sarah Johnson	
4	Mike Brown	

PRESS
Ctrl + E

AFTER
Excel fills the remaining cells based on the detected pattern.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data		
	A	B
1	Full Name	First Name
2	John Smith	John
3	Sarah Johnson	Sarah
4	Mike Brown	Mike

PRO TIP: Flash Fill works best with clear, consistent patterns.

06 • DATA

Toggle Filters

Ctrl

Shift

L

LEVEL: INTERMEDIATE

EXCEL: Microsoft 365 • Windows

BEFORE

Headers have no visible filter arrows.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data			
	A	B	C
1	Product	Region	Sales
2	Laptop	East	12,500
3	Mouse	West	8,200
4	Keyboard	North	9,500
5	Monitor	South	15,000

PRESS

Ctrl + Shift + L

AFTER

Filter arrows are now visible on each header.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data			
	A	B	C
1	Product ▼	Region ▼	Sales ▼
2	Laptop	East	12,500
3	Mouse	West	8,200
4	Keyboard	North	9,500
5	Monitor	South	15,000

PRO TIP: A fast way to filter lists.

07 • FORMULAS

Insert AutoSum

Alt

=

LEVEL: BEGINNER

EXCEL: Microsoft 365 • Windows

BEFORE

Place the active cell below a contiguous numeric range.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data	
	A
1	Sales
2	100
3	200
4	300
5	

PRESS

Alt + =

AFTER

Excel inserts the SUM formula and displays 600 in the total cell.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data	
fx =SUM(A2:A4)	
	A
1	Sales
2	100
3	200
4	300
5	600

PRO TIP: Check the suggested range before pressing Enter.

07 • FORMULAS

Cycle Formula References

F4

LEVEL: ADVANCED

EXCEL: Microsoft 365 • Windows

BEFORE

While editing a formula, the reference is relative: A2.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data	
fx =A2	
	A
1	Rate
2	0.10
3	Formula =A2

PRESS**F4****AFTER**

F4 changes the visible reference to absolute: \$A\$2.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data	
fx =\$A\$2	
	A
1	Rate
2	0.10
3	Formula =\$A\$2

PRO TIP: Outside this formula context, F4 can repeat the last action.

07 • FORMULAS

Show or Hide Formulas

Ctrl

`

LEVEL: INTERMEDIATE

EXCEL: Microsoft 365 • Windows

BEFORE

Worksheet shows calculated values.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data	
	A
1	Sales
2	100
3	200
4	300
5	600

PRESS

Ctrl + `

AFTER

The cells now display formulas instead of calculated values.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data	
	A
1	Sales
2	=A2
3	=A3
4	=A4
5	=SUM(A2:A4)

PRO TIP: Useful when checking many formulas.

08 • WORKSHEETS

Insert a New Worksheet

Shift

F11

LEVEL: BEGINNER EXCEL: Microsoft 365 • Windows

BEFORE

Your workbook currently has three worksheets.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data	
	A
1	Workbook Tabs
2	Sheet1 Sales Budget

PRESS

Shift + F11

AFTER

Excel inserts a new worksheet, shown as Sheet4.

Sales_Report.xlsx • Home Insert Page Layout Formulas Data	
	A
1	Workbook Tabs
2	Sheet1 Sales Budget Sheet4

PRO TIP: Press repeatedly to build multi-sheet workbooks quickly.

@Excel Tricks

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