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EXCEL & WORD SHORTCUTS

Keys	Does	Keys	Does
Ctrl + Arrow	Excel: jump to edge of data	Ctrl + `	Excel: show formulas
Ctrl + Shift + Arrow	Excel: select to edge of data	Ctrl + B / I / U	Word: bold / italic / underline
Ctrl + Home / End	Excel: first / last used cell	Ctrl + E / L / R / J	Word: center / left / right / justify
F2	Excel: edit the active cell	Ctrl + Enter	Word: page break
F4	Excel: toggle $ absolute reference	Ctrl + K	Word and Excel: insert link
Alt + =	Excel: AutoSum	Ctrl + H	Word and Excel: find and replace
Ctrl + ;	Excel: insert today's date	Shift + F3	Word: change case
Ctrl + Shift + :	Excel: insert current time	Ctrl +] / [	Word: font size up / down
Ctrl + 1	Excel: Format Cells	Ctrl + Shift + N	Word: Normal style
Ctrl + T	Excel: make a table	Ctrl + Shift + C / V	Word: copy / paste formatting
Ctrl + Shift + L	Excel: filter on / off	F7	Word: spelling and grammar
Ctrl + D / Ctrl + R	Excel: fill down / right	F12	Word and Excel: Save As
Ctrl + Space	Excel: select column	Ctrl + Z / Y	Undo / redo
Shift + Space	Excel: select row	Ctrl + P	Print
Ctrl + + / Ctrl + -	Excel: insert / delete cells	Ctrl + S	Save
Ctrl + PgUp / PgDn	Excel: previous / next sheet	Ctrl + F2	Print preview
Alt + Enter	Excel: new line in a cell	Ctrl + N	New document / workbook

Microsoft 365 for Windows. On a Mac, most shortcuts use Cmd instead of Ctrl. Press Alt in Office on Windows to show key tips for every ribbon command.