

Excel Shortcuts Cheat Sheet - 2025 Edition

Use these keyboard shortcuts to work faster and smarter in Excel 2025. This guide includes essential shortcuts for both Windows and Mac users.

Ctrl + Shift + L

Apply or remove filters

Ctrl + Arrow Keys

Jump to the edge of data regions

Alt + E + S + V

Paste Special (Values)

Ctrl + ;

Insert current date

Ctrl + Shift + +

Insert new row or column

Ctrl + -

Delete row or column

Ctrl + T

Create a table

F2

Edit active cell

Ctrl + Z / Ctrl + Y

Undo / Redo

Ctrl + 1

Open format cells dialog

Excel Shortcuts Cheat Sheet - 2025 Edition

Alt + F1

Create chart from selected data

Ctrl + F / Ctrl + H

Find / Replace

Ctrl + Page Up / Down

Switch between sheets