22 Excel Shortcuts for Cleaner Data

Windows and Mac. Print it or keep it open beside your spreadsheet.

#	TASK	WINDOWS	MAC
1	Turn a range into a filterable table	`Ctrl+T`	`Cmd+T or Ctrl+T`
2	Remove duplicate rows	`Alt, A, M`	`None, use Data tab`
3	Go To (then Special > Blanks)	`Ctrl+G`	`Ctrl+G or F5`
4	Paste Special: values, transpose	`Ctrl+Alt+V`	`Cmd+Ctrl+V`
5	Select a block of data	`Ctrl+Shift+Arrow`	`Shift+Cmd+Arrow`
6	Jump to the end of a table	`Ctrl+Arrow`	`Cmd+Arrow`
7	Select the full column	`Ctrl+Space *`	`Ctrl+Space *`
8	Select the full row	`Shift+Space`	`Shift+Space`
9	Insert cells, rows or columns	`Ctrl+Shift++`	`Ctrl+Shift+=`
10	Delete cells, rows or columns	`Ctrl+-`	`Cmd+- or Ctrl+-`
11	Format Cells box	`Ctrl+1`	`Cmd+1 or Ctrl+1`
12	Fill down	`Ctrl+D`	`Cmd+D or Ctrl+D`
13	Fill right	`Ctrl+R`	`Cmd+R or Ctrl+R`
14	Lock or unlock a cell reference	`F4`	`Cmd+T or F4`
15	Edit the cell without retyping	`F2`	`F2, or Ctrl+U`
16	New line inside a cell	`Alt+Enter`	`Option+Return`
17	Currency format	`Ctrl+Shift+4`	`Ctrl+Shift+4`
18	Percentage format	`Ctrl+Shift+5`	`Ctrl+Shift+5`
19	AutoSum a column or row	`Alt+=`	`Shift+Cmd+T`
20	Hide rows (Ctrl+Shift+9 shows them)	`Ctrl+9`	`Ctrl+9`
21	Back to cell A1	`Ctrl+Home`	`Ctrl+Home **`
22	Enter today's date	`Ctrl+;`	`Ctrl+;`

* Ctrl+Space can clash with a macOS keyboard setting. Clear the matching shortcut in System Settings > Keyboard > Keyboard Shortcuts.
** On a MacBook use Ctrl+Fn+Left arrow. Function keys such as F2 and F4 may need the Fn key held down.
Windows shortcuts were checked in Excel. Mac shortcuts come from Microsoft's documentation for Excel for Mac.

Full guide with steps: pdfhaul.com/blog/top-excel-shortcuts

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