

# Excel Power User Quick Reference Guide



## Quick Calculations

Double-click column edge to AutoFit  
Alt + = for instant AutoSum  
F4 to repeat your last action  
Ctrl + Arrow keys to jump to data edges  
Ctrl + D to copy down instantly  
F2 to edit cell without mouse  
Ctrl + ; to insert today's date  
Ctrl + Shift + : to insert current time  
Alt + Enter for a new line in cell

## Speed Tricks

Double-click '+' to copy formulas down  
Ctrl + Space to select entire column  
Shift + Space to select entire row  
F5 + Special to select all formulas  
Ctrl + I for format menu  
Alt + H + O + I to AutoFit all columns  
Shift + F11 for new worksheet  
Ctrl + Page Up/Down to switch sheets  
Ctrl + [ to trace precedents

## Hidden Gems

Ctrl + T to create instant table  
Alt + Down for filter dropdown  
F11 for instant chart  
Ctrl + Shift + L for quick filters  
ESC to cancel any entry  
Ctrl + ~ to show formulas  
F4 to lock cell references  
Ctrl + Backspace to see active cell  
Double-click border to copy formats

## Power Moves

Shift + F3 for function wizard  
Alt + = for AutoSum  
Ctrl + Alt + V for paste special

Alt + F1 for instant chart  
F9 to calculate selected formula  
Shift + F2 for cell comments

Ctrl + R to copy right  
Ctrl + : for current time  
Ctrl + K to insert hyperlink

**Quick Tip:** Press F1 in Excel to access contextual help for any feature

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