

Excel Keyboard Shortcuts for Exams

A clear revision guide for faster navigation, formatting, formulas, tables, and data entry in timed Excel tests.

- Windows keyboard shortcuts arranged by exam task.
- 16-point content for comfortable reading and revision.
- Use the final drill plan to build speed without sacrificing accuracy.

Practice online: highcourtexam.online

[Open the Clerk typing mock](#)

How to practise

Learn one section at a time. Perform each shortcut three times in a blank workbook, then complete a timed exercise without looking at the guide. Shortcuts can vary slightly by Excel version and keyboard layout.

File and workbook control

Shortcut	What it does
Ctrl + N	Create a new workbook.
Ctrl + O	Open an existing workbook.
Ctrl + S	Save the current workbook.
F12	Open Save As to create a separate copy.
Ctrl + P	Open the Print screen.
Ctrl + W	Close the current workbook.

Editing and data entry

Shortcut	What it does
Ctrl + C / X / V	Copy, cut, or paste the selected cells.
Ctrl + Alt + V	Open Paste Special for values, formulas, formats, or transpose.
Ctrl + Z / Y	Undo or redo the last action.
F2	Edit the active cell without using the mouse.
Alt + Enter	Start a new line inside the same cell.
Ctrl + Enter	Enter the same value in every selected cell.
Ctrl + D	Fill the top cell downward through the selection.
Ctrl + R	Fill the left cell across the selection.
Ctrl + E	Use Flash Fill to detect and repeat a pattern.
Delete	Clear cell contents while retaining cell formatting.

Fast navigation

Shortcut	What it does
Ctrl + Arrow	Jump to the edge of the current data region.
Ctrl + Home	Move to cell A1.
Ctrl + End	Move to the last used cell.
Page Up / Page Down	Move one screen upward or downward.
Alt + Page Up / Down	Move one screen left or right.
Ctrl + Page Up / Down	Move to the previous or next worksheet.
F5 or Ctrl + G	Open Go To and jump to a named cell or range.

Selection shortcuts

Shortcut	What it does
Shift + Arrow	Extend the selection by one cell.
Ctrl + Shift + Arrow	Select to the edge of the data region.
Ctrl + Shift + Home	Select from the active cell to A1.
Ctrl + Shift + End	Select to the last used cell.
Ctrl + Space	Select the entire column.
Shift + Space	Select the entire row.
Ctrl + A	Select the current data region; press again to select the sheet.

Formatting

Shortcut	What it does
Ctrl + 1	Open the Format Cells dialog box.
Ctrl + B / I / U	Apply bold, italic, or underline formatting.
Ctrl + 5	Apply or remove strikethrough.
Ctrl + Shift + ~	Apply the General number format.
Ctrl + Shift + \$	Apply Currency format with two decimals.
Ctrl + Shift + %	Apply Percentage format without decimals.
Ctrl + Shift + #	Apply a Date format.
Ctrl + Shift + @	Apply a Time format.
Ctrl + Shift + !	Apply Number format with comma and two decimals.
Ctrl + Shift + &	Add an outline border to the selection.

Rows, columns, and tables

Shortcut	What it does
Ctrl + Plus (+)	Insert cells, rows, or columns.
Ctrl + Minus (-)	Delete cells, rows, or columns.
Ctrl + 9	Hide the selected rows.
Ctrl + 0	Hide the selected columns.
Ctrl + T	Convert a range into an Excel table.
Ctrl + Shift + L	Turn filters on or off.
Alt + Down Arrow	Open a filter menu or an in-cell drop-down list.

Formulas and calculation

Shortcut	What it does
Alt + =	Insert AutoSum.
F4	Repeat the last action, or cycle absolute references while editing a formula.
Shift + F3	Open Insert Function.
Ctrl + `	Show or hide formulas instead of calculated results.
F9	Recalculate formulas in all open workbooks.
Shift + F9	Recalculate formulas in the active worksheet.
Ctrl + ;	Insert the current date.
Ctrl + Shift + :	Insert the current time.

Search, review, and charts

Shortcut	What it does
Ctrl + F	Find text, values, or formulas.
Ctrl + H	Find and replace content.
Ctrl + K	Insert a hyperlink.
Shift + F2	Insert or edit a cell note in supported Excel versions.
Alt + F1	Create an embedded chart from the selected data.
F11	Create a chart on a separate chart sheet.

Seven-minute shortcut drill

Minute 1: enter a small data table. Minute 2: select rows and columns using the keyboard. Minute 3: apply number, percentage, date, and bold formatting. Minute 4: add SUM and AVERAGE formulas. Minute 5: sort or filter the table. Minute 6: use Find, Replace, and Paste Special. Minute 7: save a copy and review every result.

Exam rule: verify the active cell and selected range before pressing a shortcut. Speed helps only when the correct cells are changed.