

239 Excel Keyboard Shortcuts

GENERAL KEYS

Open help	F1
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Copy selection	Ctrl + C
Repeat last action	F4
Cut selection	Ctrl + X
Paste content from clipboard	Ctrl + V
Display the Paste Special dialog box	Ctrl + Alt + V
Display find and replace with Find tab selected	Ctrl + F
Display find and replace with Replace tab selected	Ctrl + H
Find previous match (after initial Find)	Ctrl + Shift + F4
Find next match (after initial Find)	Shift + F4
Insert embedded chart	Alt + F1
Insert chart in new sheet	F1 1
Toggle Auto filter	Ctrl + Shift + L
Activate filter	Alt + ↓
Create table	Ctrl + T
Select table row	Shift + Space
Select table column	Ctrl + Space
Select table (when active cell is in table)	Ctrl + A
Clear slicer filter	Alt + C
Run Spellcheck	F7
Open Thesaurus	Shift + F7
Open Macro dialog box	Alt + F8
Open VBA Editor	Alt + F1 1



Duplicate object	Ctrl + D
Snap to grid (whilst dragging)	Alt
Hide or show objects	Ctrl + 6
Open Modify Cell Style dialog box	Alt + '
Show right-click menu	Shift + F10
Display control menu	Alt Space

WORKSHEET KEYS

Insert new worksheet	Shift + F1 1
Go to next worksheet	Ctrl + PgDn
Go to previous worksheet	Ctrl + PgUp
Rename current worksheet	Alt + O, H R
Delete current worksheet	Alt + E, L
Move current worksheet	Alt + E, M
Move between the worksheet, Ribbon, task pane and zoom controls in a worksheet that has been split	F6 OR Shift + F6
Select adjacent worksheets	Ctrl + Shift + PgUp/PgDn
Select non-adjacent worksheets	Ctrl + Click
Toggle scroll lock	Scr Lock
Toggle full screen	Ctrl + Shift + F1
Print	Ctrl + P
Open print preview window	Ctrl + F2
Set print area	Alt + P, R S
Clear print area	Alt + P, R C
Zoom in	Ctrl + Mouse Wheel Up
Zoom out	Ctrl + Mouse Wheel Down



Protect sheet

Alt + R, P S

WORKBOOK KEYS

Create new workbook

Ctrl + N

Open workbook

Ctrl + O

Save workbook

Ctrl + S

Save as

F12

Go to next workbook

Ctrl + T ab

Go to previous workbook

Ctrl + Shift + T ab

Minimize current workbook window

Ctrl + F9

Maximize current workbook window

Ctrl + F10

Protect workbook

Alt + R, P W

Close current workbook

Ctrl + F4

Close Excel

Alt + F4



RIBBON KEYS

Expand or collapse ribbon

Ctrl + F1

Activate access keys

Alt

Move through Ribbon tabs and groups

→ ← ↑ ↓

Activate or open selected control

Space OR Enter

Confirm control change

Enter

Get help on selected control

F1

DRAG AND DROP (AFTER SELECTING CELLS)

Drag and cut	Drag
Drag and copy	Ctrl + Drag
Drag and insert	Shift + Drag
Drag and insert copy	Ctrl + Shift + Drag
Drag to worksheet	Alt + Drag
Drag to duplicate worksheet	Ctrl + Drag

NAVIGATION KEYS

Move one cell right	→
Move one cell left	←
Move one cell up	↑
Move one cell down	↓
Move one screen right	Alt + PgDn
Move one screen left	Alt + PgUp
Move one screen up PgUp	
Move one screen down PgDn	
Move to right edge of data region	Ctrl + →
Move to left edge of data region	Ctrl + ←
Move to top edge of data region	Ctrl + ↑
Move to bottom edge of data region	Ctrl + ↓
Move to beginning of row Home	
Move to last cell in worksheet that contains data	Ctrl + End
Move to first cell in worksheet	Ctrl + Home
Turn End mode on	End



ACTIVE CELLS

Select active cell (when multiple cells already selected)	Shift + Backspace
Show the active cell on worksheet	Ctrl + Backspace
Move active cell clockwise to corners of selection	Ctrl + .
Move active cell down in selection - wrap to next column	Enter
Move active cell up in selection - wrap to previous column	Shift + Enter
Move active cell right in a selection - wrap to next row	Tab
Move active cell left in a selection - wrap to previous row	Shift + Tab



SELECTION KEYS

Select entire row	Shift + Space
Select entire column	Ctrl + Space
Select current region if worksheet contains data.	
Press again to select current region and summary rows. Press again to select entire worksheet.	Ctrl + A
Expand selection	Shift + Click
Add non-adjacent cells to selection	Ctrl + Click
Move right between non-adjacent selections	Ctrl + Alt + →
Move left between non-adjacent selections	Ctrl + Alt + ←
Toggle 'Add to Selection' mode	Shift + F8
Exit 'Add to Selection' mode	Esc

EXTEND SELECTION

Extend selection right	Shift + →
Extend selection left	Shift + ←
Extend selection up	Shift + ↑
Extend selection down	Shift + ↓
Extend the selection to the last cell on the right that contains data, or to the next cell that contains data, or to the last column	Ctrl + Shift + →
Extend the selection to the last cell on the left that contains data, or to the next cell that contains data, or to the first column	Ctrl + Shift + ←
Extend the selection to the last cell up that contains data, or to the next cell that contains data, or to the first row	Ctrl + Shift + ↑
Extend the selection to the last cell down that contains data, or to the next cell that contains data, or to the last row	Ctrl + Shift + ↓
Extend selection up one screen	Shift + PgUp
Extend selection down one screen	Shift + PgDn
Extend selection right one screen	Alt + Shift + PgDn
Extend selection left one screen	Alt + Shift + PgUp
Extend selection to start of row(s)	Shift + Home
Extend selection to first cell in worksheet	Ctrl + Shift + Home
Extend selection to last cell in worksheet	Ctrl + Shift + End
Toggle 'Extend Selection' mode	F8
Cancel 'Extend Selection' mode	Esc



SELECT SPECIAL

Display 'Go To' dialog box	Ctrl + G OR F5
Select cells with comments	Ctrl + Shift + O
Select current region around active cell	Ctrl + Shift + *
Select current region	Ctrl + A
Select direct precedents	Ctrl + [
Select all precedents	Ctrl + Shift + {
Select direct dependents	Ctrl +]
Select all dependents	Ctrl + Shift + }
Select visible cells only	Alt + ;

CELL EDIT MODE

Edit the active cell	F2
Insert or edit comment	Shift + F2
Delete comment	Shift + F10, M
Cancel editing	Esc
Select one character right	Shift + →
Select one character left	Shift + ←
Move one word right	Ctrl + →
Move one word left	Ctrl + ←
Select one word right	Ctrl + Shift + →
Select one word left	Ctrl + Shift + ←
Select to beginning of cell	Shift + Home
Select to end of cell	Shift + End
Delete to end of line	Ctrl + Delete
Delete character to left of cursor	Backspace
Delete character to right of cursor	Delete
Start a new line in the same cell	Alt + Enter



ENTERING DATA

Enter data and move down	Enter
Enter data and move up	Shift + Enter
Enter data and move right	Tab
Enter data and move left	Shift + Tab
Enter data and stay in same cell	Ctrl + Enter
Enter same data in multiple cells (after copying, then selecting cells)	Enter
Insert current date	Ctrl + ;
Insert current time	Ctrl + Shift + :
Fill down from cell above	Ctrl + D
Fill right from cell on left	Ctrl + R
Copy formula from cell above (formula is exact copy)	Ctrl + '
Copy value from cell above	Ctrl + Shift + "
Insert hyperlink	Ctrl + K
Display AutoComplete list	Alt + ↓
Flash fill	Ctrl + E

FORMATTING

Format cells	Ctrl + 1
Display Format Cells with Font tab selected	Ctrl + Shift + F
Apply or remove bold	Ctrl + B
Apply or remove italics	Ctrl + I
Apply or remove underscore	Ctrl + U
Apply or remove strikethrough	Ctrl + 5
Align center	Alt + H, A C
Align left	Alt + H, A L



Align right

Indent

Remove indent

Wrap text

Align top

Align middle

Align bottom

Increase font size one step

Decrease font size one step



Alt + H , A R

Alt + H , 6

Alt + H , 5

Alt + H , W

Alt + H , A T

Alt + H , A M

Alt + H , A B

Alt + H , F G

Alt + H , F K

NUMBER FORMATTING

Apply general format

Apply number format

Apply time format

Apply date format

Apply currency format

Apply percentage format

Apply scientific format

Ctrl + Shift + ~

Ctrl + Shift + !

Ctrl + Shift + @

Ctrl + Shift + #

Ctrl + Shift + \$

Ctrl + Shift + %

Ctrl + Shift + ^

BORDERS

Open list of border styles from Ribbon

Add border around selected cells

Add or remove right border

Add or remove left border

Add or remove top border

Add or remove bottom border

Add all borders to all cells in selection

Remove borders

Alt + H , B

Ctrl + Shift + &

Alt + H , B R

Alt + H , B L

Alt + H , B P

Alt + H , B O

Alt + H , B A

Ctrl + Shift + -

FORMULAS

Begin entering a formula	= OR +
Toggle absolute and relative references (in cell edit mode)	F4
Open the Insert Function Dialog Box	Shift + F3
Autosum	Alt + =
Toggle displaying formulas on and off	Ctrl + `
Insert function arguments	Ctrl + Shift + A
Enter array formula	Ctrl + Shift + Enter
Calculate worksheets	F9
Calculate active worksheet	Shift + F9
Force calculate all worksheets	Ctrl + Alt + F9
Evaluate part of a formula (in cell edit mode) F9	
Expand or collapse the formula bar	Ctrl + Shift + U
Display function arguments dialog box	Ctrl + A
Open Name Manager	Ctrl + F3
Create name from values in row(s)/column(s)	Ctrl + Shift + F3
Paste name into formula	F3
Accept function with auto-complete	Tab



ROWS AND COLUMNS

Display Insert Dialog box	Ctrl + +
Insert selected number of rows	Ctrl + +
Insert selected number of columns	Ctrl + +
Display Delete dialog box	Ctrl + -
Delete selected number of rows	Ctrl + -
Delete selected number of columns	Ctrl + -
Delete contents of selected cells	Delete
Hide columns	Ctrl + 0

Hide rows

Ctrl + 9

Unhide rows

Ctrl + Shift + 9

Group rows or columns (with rows/columns selected)

Alt + Shift + →

Ungroup rows or columns (with rows/columns selected)

Alt + Shift + ←

Open Group Dialog Box (no rows/cols selected)

Alt + Shift + →

Open Ungroup Dialog Box

Alt + Shift + ←

Hide or show outline symbols

Ctrl + 8

PIVOT TABLES

Create pivot table

Alt + N , V

Select entire pivot table

Ctrl + A

Group pivot table items

Alt + Shift + →

Ungroup pivot table items

Alt + Shift + ←

Hide (filter out) pivot table item

Ctrl + -

Unhide (clear filter on) pivot table item

Alt + H , S C

Insert pivot chart

Alt + N , S Z C



DIALOG BOXES

Move to next control

T ab

Move to previous control

Shift + T ab

Move to next tab

Ctrl + T ab

Move to previous tab

Ctrl + Shift + T ab

Accept and apply

Enter

Check and uncheck box

Space