

MS. EXCEL SHORTCUTS



General

- F1 = Open help
- F4 = Repeat last action
- F7 = Run spellcheck
- F11 = Insert chart in new sheet
- Alt = Snap to grid
- Alt + F1 = Insert embedded chart
- Alt + F8 = Open macro dialog box
- Alt + F11 = Open VBA Editor
- Alt + ' = Open Modify Cell Style
- Alt + ↓ = Activate filter
- Alt + C = Clear select filter
- Alt Space = Display control menu
- Ctrl + Z = Undo last action
- Ctrl + Y = Redo last action
- Ctrl + C = Copy selection
- Ctrl + X = Cut selection
- Ctrl + V = Paste content
- Ctrl + F = Display Find and Replace (Find Tab)
- Ctrl + H = Display Find and Replace (Replace Tab)

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General - Continued

- Ctrl + T = Create table
- Ctrl + A = Select table
- Ctrl + D = Duplicate object
- Ctrl + 6 = Hide or show objects
- Ctrl + Alt + V = Display the Paste
- Ctrl + Shift + L = Toggle Autofilter
- Ctrl + Space = Select table column
- Ctrl + Shift + F4 = Find previous match
(after initial Find)
- Shift + F4 = Find next match
(after initial Find)
- Shift + F7 = Open Thesaurus
- Shift + F10 = Show right-click menu
- Shift + Space = Select table row

Worksheet

- Shift + F11 = Insert new worksheet
- Ctrl + PgDn = Go to next worksheet
- Ctrl + PgUp = Go to previous worksheet
- Alt + O, H R = Rename current worksheet
- Alt + E, L = Delete current worksheet

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Worksheet - Continued

Alt + E, M = Move current worksheet

ScrLk = Toggle scroll lock

Ctrl + Shift + F1 = Toggle full screen

Ctrl + P = Print

Alt + P, R S = Set print area

Alt + P, R C = Clear print area

Alt + R, P S = Protect sheet

Workbook

Ctrl + N = Create new workbook

Ctrl + O = Open workbook

Ctrl + S = Save workbook

F12 = Save as

Ctrl + Tab = Go to next workbook

Ctrl + Shift + Tab = Go to previous workbook

Ctrl + F9 = Minimize

Ctrl + F10 = Maximize

Alt + R, P W = Protect workbook

Ctrl + F4 = Close current workbook

Alt + F4 = Close Excel

Ctrl + F1 = Expand or collapse ribbon

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Workbook - Continued

Alt = Activate access keys

→ ← ↑ ↓ = Move through Ribbon tabs and groups

Space OR Center = Open selected control

Enter = Confirm control change

F1 = Get help on selected control

Drag and Drop

Drag = Drag and cut

Ctrl + Drag = Drag and copy

Shift + Drag = Drag and insert

Ctrl + Shift + Drag = Drag and insert copy

Alt + Drag = Drag to worksheet

Ctrl + Drag = Drag to duplicate worksheet

Navigation

→ = Move one cell right

← = Move one cell left

↑ = Move one cell up

↓ = Move one cell down

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Navigation - Continued

Alt + PgUp = Move one screen left

Alt + PgDn = Move one screen right

PgUp = Move one screen up

PgDn = Move one screen down

Ctrl + → = Move to right edge of data

Ctrl + ← = Move to left edge of data

Ctrl + ↑ = Move to top edge of data

Ctrl + ↓ = Move to bottom edge of data

Home = Move to beginning of row

Ctrl + End = Move to last cell in

worksheet that contains data

Ctrl + Home = Move to first cell in worksheet

End = Turn End mode on

Selection

Shift + Space = Select entire row

Ctrl + Space = Select entire column

Ctrl + A = Select current region

Shift + Click = Expand selection

Esc = Exit 'Add to Selection' mode

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Selection - Continued

Ctrl + Click = Add non-adjacent cells to selection

Ctrl + Alt + → = Move right between non-adjacent selections

Ctrl + Alt + ← = Move left between non-adjacent selections

Shift + F8 = Toggle 'Add to Selection' mode

Shift + → = Extend selection right

Shift + ← = Extend selection left

Shift + ↑ = Extend selection up

Shift + ↓ = Extend selection down

Shift + PgUp = Extend selection up one screen

Shift + PgDn = Extend selection down one screen

Alt + Shift + PgUp = Extend selection right one screen

Alt + Shift + PgDn = Extend selection left one screen

Shift + Home = Extend selection to start of row(s)

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Selection - Continued

Ctrl + Shift + Home = Extend selection to first cell in worksheet

Ctrl + Shift + End = Extend selection to last cell in worksheet

F8 = Toggle 'Extend Selection' mode

Active Cell

Shift + Backspace = Select active cell

Ctrl + Backspace = Show the active cell on worksheet

Ctrl + . = Move active cell clockwise to corners of selection

Enter = Move active cell down in selection - wrap to next column

Shift + Enter = Move active cell up in selection - wrap to previous column

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Active Cell - Continued

Tab = Move active cell right in a selection - wrap to next row

Shift + Tab = Move active cell left in a selection - wrap to previous row

Select Special

Ctrl + G OR F5 = Display 'Go To' dialog box

Ctrl + Shift + O = Select cells with comments

Ctrl + Shift + * = Select current region around active cell

Ctrl + A = Select current region

Ctrl + [= Select direct precedents

Ctrl + Shift + { = Select all precedents

Ctrl +] = Select direct dependents

Ctrl + Shift + } = Select all dependents

Alt + ; = Select visible cells only

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Cell Edit Mode

F2 = Edit the active cell

Shift + F2 = Insert or edit comment

Shift + F10, M = Delete comment

Esc = Cancel editing

Shift + → = Select one character right

Shift + ← = Select one character left

Ctrl + → = Move one word right

Ctrl + ← = Move one word left

Ctrl + Shift + → = Select one word right

Ctrl + Shift + ← = Select one word left

Shift + Home = Select to beginning of cell

Shift + End = Select to end of cell

Ctrl + Delete = Delete to end of line

Backspace = Delete character to left

Delete = Delete character to right

Alt + Enter = Start a new line in the same cell

Entering Data

Enter = Enter data and move down

Shift + Enter = Enter data and move up

Tab = Enter data and move right

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Entering Data - Continued

Shift + Tab = Enter data and move left

Ctrl + Enter = Enter data and stay in same cell

Enter = Enter same data in multiple cells

Ctrl + ; = Insert current date

Ctrl + Shift + : = Insert current time

Ctrl + D = Fill down from cell above

Ctrl + R = Fill right from cell on left

Ctrl + ' = Copy formula from cell above

Ctrl + Shift + " = Copy value from cell above

Ctrl + K = Insert hyperlink

Alt + ↓ = Display AutoComplete list

Ctrl + E = Flash fill

Formatting

Ctrl + 1 = Format cells

Ctrl + Shift + F = Display Format Cells

Ctrl + B = Apply or remove bold

Ctrl + I = Apply or remove italics

Ctrl + U = Apply or remove underscore

Ctrl + 5 = Apply or remove strikethrough

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Formatting - Continued

Alt + H, AC = Align center

Alt + H, AL = Align left

Alt + H, AR = Align right

Alt + H, 6 = Indent

Alt + H, 5 = Remove indent

Alt + H, AT = Wrap text

Alt + H, AM = Align top

Alt + H, FG = Increase font size one step

Alt + H, FK = Decrease font size one step

Number Formatting

Ctrl + Shift + - = Apply general format

Ctrl + Shift + ! = Apply number format

Ctrl + Shift + @ = Apply time format

Ctrl + Shift + # = Apply date format

Ctrl + Shift + \$ = Apply currency format

Ctrl + Shift + % = Apply percentage format

Ctrl + Shift + ^ = Apply scientific format

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Borders

Alt + HB = Open list of border styles
from Ribbon Align center

Ctrl + Shift + & = Add border around
selected cells

Alt + H, BR = Add or remove right border

Alt + H, BL = Add or remove left border

Alt + H, BP = Add or remove top border

Alt + H, BO = Add or remove bottom border

Alt + H, BA = Add all borders to all cells in
selection

Ctrl + Shift + - = Remove borders

Formulas

= OR + = Begin entering a formula

F4 = Toggle absolute and
relative references

Shift + F3 = Open the Insert Function
Dialog Box

Alt + = = Autosum

Ctrl + ' = Toggle displaying formulas
on and off

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Formulas - Continued

Ctrl + Shift + A = Insert function arguments

Ctrl + Shift + Enter = Enter array formula

F9 = Calculate worksheets

Shift + F9 = Calculate active worksheet

Ctrl + Alt + F9 = Force calculate all worksheets

Ctrl + Shift + U = Expand or collapse the
formula bar

Ctrl + A = Display function arguments
dialog box

Ctrl + F3 = Open Name Manager

Ctrl + Shift + F3 = Create name from values in
row(s)/column(s)

F3 = Paste name into formula

Tab = Accept function with auto-
complete

Rows and Columns

Ctrl + + = Display Insert Dialog box

Ctrl + + = Insert selected number of
rows/columns

Ctrl + - = Display Delete dialog box

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Rows and Columns - Continued

Ctrl + - = Delete selected number of rows/columns

Delete = Delete contents of selected cells

Ctrl + 0 = Hide columns

Ctrl + 9 = Hide rows

Ctrl + Shift + 9 = Unhide rows

Alt + Shift + → = Group rows or columns

Alt + Shift + ← = Ungroup rows or columns

Alt + Shift + → = Open Group Dialog Box

Alt + Shift + ← = Open Ungroup Dialog Box

Ctrl + 8 = Hide or show outline symbols

Pivot Tables

Alt + N, V = Create pivot table

Ctrl + A = Select entire pivot table

Alt + Shift + → = Group pivot table items

Alt + Shift + ← = Ungroup pivot table items

Ctrl + - = Hide pivot table item

Alt + H, SC = Unhide pivot table item

Alt + N, SZC = Insert pivot chart

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Dialog Boxes

Tab = Move to next control

Shift + Tab = Move to previous control

Ctrl + Tab = Move to next tab

Ctrl + Shift + Tab = Move to previous tab

Enter = Accept and apply

Space = Check and uncheck box

Esc = Cancel and close the dialog box