

Microsoft Excel Keyboard Shortcuts



Workbook Management Keys

Action	Key
New	Ctrl + N
Open	Ctrl + O
Close	Ctrl + W or Ctrl + F4
Save	Ctrl + S
Save As	F12
Print Preview	Ctrl + F2
Print	Ctrl + P
Exit	Alt + F4 *

Editing Keys

Action	Key
Inserts new worksheet	Shift + F11
Edit active cell	F2
Undo	Ctrl + Z
Repeat	Ctrl + Y
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Paste Values	Ctrl + Shift + V
Select All	Ctrl + A
Find	Ctrl + F
Replace	Ctrl + H
Create SUM function	Alt + =
Fill down (copy from cell above)	Ctrl + ' or Ctrl + D
Fill right	Ctrl + R
Add current date	Ctrl + ;
Add current time	Ctrl + :
Edits a cell note	Shift + F2
Insert Function	Shift + F3
Insert table	Ctrl + L or Ctrl + T
Filter on/off	Ctrl + Shift + L
Name Manager	Ctrl + F3
Create from selection	Ctrl + Shift + F3
Insert hyperlink	Ctrl + K
Insert cells	Ctrl + Shift + =
Displays Insert dialog box	Ctrl + +
Delete cells	Ctrl + -
Hides the selected rows	Ctrl + 9
Hides the selected columns	Ctrl + 0
Unhides hidden rows in selection	Ctrl + (
Unhides hidden columns in selection	Ctrl +)
Calculate all worksheets in all open workbooks	F9
Calculate active worksheet	Shift + F9
New note	Shift + F2

Selecting in a Worksheet

Action	Key
Click at beginning of range with mouse, Shift , click at end of range	Click, Shift , Click
Selects entire column	Ctrl + Spacebar
Selects entire row	Shift + Spacebar
Selects entire worksheet	Ctrl + A
Selects current region if contains data; press Ctrl + A a 2 nd time to select entire worksheet	
Selects current region around active cell	Ctrl + *
In a PivotTable, selects entire PivotTable	Ctrl + *
Extends selection by one cell	Shift + ARROW key
Extends selection to the edge of the current data region in the direction of the arrow	Ctrl + Shift + ARROW key
Extends selection to the beginning of the row	Shift + Home
Extends selection to the beginning of the worksheet	Ctrl + Shift + Home
Extends selection to the last cell in your worksheet	Ctrl + Shift + End
Extends selection down one screen	Shift + PageDown
Extends selection up one screen	Shift + PageUp
Select as group your current and next sheet(s) in a workbook	Ctrl + Shift + PageDown
Select as group your current and previous sheet(s) in a workbook	Ctrl + Shift + PageUp
Allows for multiple selection of non-contiguous cells	Ctrl
Turns Extend Selection mode on or off. Use key combinations to select cells	F8
Add non-adjacent cell or range to a selection of cells by using arrow keys	Shift + F8
Collapses selection to the active cell	Shift + Bksp
Selects all cells with notes	Ctrl + Shift + O

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Moving in a Worksheet

Action	Key
Move by one cell in the direction of the arrow	← → ↑ ↓
Beginning of the row	[Home]
Beginning of the worksheet	[Ctrl] + [Home]
Last cell in your worksheet	[Ctrl] + [End]
Down one screen	[PageDown]
Up one screen	[Page Up]
Right one screen	[Alt] + [PageDown]
Left one screen	[Alt] + [Page Up]
Next sheet in the workbook	[Ctrl] + [PageDown]
Previous sheet in the workbook	[Ctrl] + [Page Up]
Up or down to the edge of current data region	[Ctrl] + ↑ or [Ctrl] + ↓
Left or right to the edge of current data region	[Ctrl] + ← or [Ctrl] + →
Go To specified cell or range	[F5] or Name box or [Ctrl] + [G]
Go To specific types of data with Special	[F5] or Name box or [Ctrl] + [G], Special
Moves among unlocked cells in a protected worksheet	[Tab]
Switch between the worksheet, Ribbon, task pane, and Zoom controls	[F6] [Shift] + [F6] to reverse

Formatting Keys

Action	Key
Format Cells (dialog box)	[Ctrl] + [1]
Font (Font dialog box)	[Ctrl] + [Shift] + [F]
Point size (Font dialog box)	[Ctrl] + [Shift] + [P]
Bold (adds or removes)	[Ctrl] + [B] or [Ctrl] + [2]
Italics (adds or removes)	[Ctrl] + [I] or [Ctrl] + [3]
Underline (adds or removes)	[Ctrl] + [U] or [Ctrl] + [4]
Strikethrough (adds or removes)	[Ctrl] + [5]
Date format with D-MMM-YY	[Ctrl] + [#]
Number format with 2 decimal places, thousands separator, and minus sign (-) for negative values	[Ctrl] + [!]
Currency format with 2 decimal places (negative values in parentheses)	[Ctrl] + [\$]
Percent Style	[Ctrl] + [%]
Applies the outline border to the selected cells	[Ctrl] + [&]
Removes the outline border from the selected cells	[Ctrl] + [_]
Increase indent	[Ctrl] + [Alt] + [Tab] *
Decrease indent	[Ctrl] + [Alt] + [Shift] + [Tab] *

Helpful Function Keys

Action	Key
Activate main menu	[F10] or [Alt]
Activate shortcut menu	[Shift] + [F10]
Close active workbook	[Ctrl] + [F4]
Close Excel	[Alt] + [F4] *
Create chart (in a chart sheet) from selection	[F11]
Create chart (embedded) from selection	[Alt] + [F1] *
Displays Macro dialog box	[Alt] + [F8] *
Help	[F1]
Maximize workbook window	[Ctrl] + [F10]
Next workbook window	[Ctrl] + [F6]
Open (also [Ctrl] + [O])	[Ctrl] + [F12]
Opens Visual Basic Editor	[Alt] + [F11] *
Previous workbook window	[Ctrl] + [Shift] + [F6]
Print (also [Ctrl] + [P])	[Ctrl] + [Shift] + [F12]
Refresh PivotTable	[Alt] + [F5] *
Repeat previous command	[F4]
Save (also [Ctrl] + [S])	[Shift] + [F12]
Save As	[F12]
Spelling	[F7]
Thesaurus	[Shift] + [F7]

Additional Handy Shortcuts

Action	Key
Zoom In	[Ctrl] + [Alt] + [=] *
Zoom Out	[Ctrl] + [Alt] + [-] *
Cancel	[Esc]
Display formulas on/off	[Ctrl] + [=] (grave accent or back quote)
Begin new line (same cell)	[Alt] + [Enter]
Expand/collapse formula bar	[Ctrl] + [Shift] + [U]
Show/hide Ribbon	[Ctrl] + [F1]
Open drop-down of AutoComplete list of choices	[Alt] + ↓
Copies formula in selected cell to all other selected cells	[Ctrl] + [Enter]
Search (Tell Me)	[Alt] + [Q] *
Excel Data Analysis	[Ctrl] + [Q]

* As the [Alt] key is also used to access the Excel Ribbon, these shortcuts work best when the keys are pressed simultaneously.