

Excel Keyboard Shortcuts - Quick Reference Guide

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Desired Action	Shortcut	Desired Action	Shortcut
General		Tables and Data Forms	
Open Options	Alt, F, T	Insert table	Ctrl + T
Open help	F1	Select table row	Shift + Space
Undo last action	Ctrl + Z	Select table column	Ctrl + Space
Redo last action	Ctrl + Y	Select table	Ctrl + A
Copy selected cells	Ctrl + C	Toggle table total row	Ctrl + Shift + T
Repeat last action	F4	Move to the next field which can be edited	Tab
Cut selected cells	Ctrl + X	Move to the previous field which can be edited	Shift + Tab
Paste content from clipboard	Ctrl + V	Move to the first field in the next record	Enter
Paste Special dialog box	Ctrl + Alt + V	Move to the first field in the previous record	Shift + Enter
Find and Replace	Ctrl + F	Move to the same field 10 records forward	Page Down
Find and Replace, Replace selected	Ctrl + H	Move to the same field 10 records back	Page Up
Find previous match	Ctrl + Shift + F4	Move to a new record	Ctrl + Page Down
Find next match	Shift + F4	Move to a first record	Ctrl + Page Up
Create embedded chart	Alt + F1	Move to the beginning of a field	Home
Create chart in new worksheet	F11	Move to the end of a field	End

File		Filters	
Create new Workbook	Ctrl + N	Activate filter	Alt + ↓
Open workbook	Ctrl + O	Toggle Autofilter	Ctrl + Shift + L
Save workbook	Ctrl + S	Clear slicer filter	Alt + C
Save as	F12	Select the next item in the AutoFilter list	↓
Print file	Ctrl + P	Select the previous item in the AutoFilter list	↑
Open print preview window	Ctrl + F2	Close the AutoFilter list for the current column	Alt + ↑
Close current workbook	Ctrl + F4	Select the first item in the AutoFilter list	Home
Close Excel	Alt + F4	Select the last item in the AutoFilter list	End

Ribbon		Drag and Drop	
Expand or collapse ribbon	Ctrl + F1	Activate filter	Alt + ↓
Activate access keys	Alt	Drag and cut	Drag
Move to next ribbon control	Tab	Drag and Copy	Ctrl + Drag
Activate or open selected control	Space	Drag and insert	Shift + Drag
Confirm control change	Enter	Drag and insert copy	Ctrl + Shift + Drag
Get help on selected control	F1	Drag to worksheet	Alt + Drag
		Drag to duplicate worksheet	Ctrl + Drag

Navigation		Extend Selection	
Move one cell right	→	Extend selection by one cell right	Shift + →
Move one cell left	←	Extend selection by one cell left	Shift + ←
Move one cell up	↑	Extend selection by one cell up	Shift + ↑
Move one cell down	↓	Extend selection by one cell down	Shift + ↓
Move one screen right	Alt + Page Down	Extend the selection to the last cell right	Ctrl + Shift + →
Move one screen left	Alt + Page Up	Extend the selection to the last cell left	Ctrl + Shift + ←
Move one screen up	Page Up	Extend the selection to the last cell up	Ctrl + Shift + ↑
Move one screen down	Page Down	Extend the selection to the last cell down	Ctrl + Shift + ↓
Move to right edge of data region	Ctrl + →	Extend selection up one screen	Shift + Page Up
Move to left edge of data region	Ctrl + ←	Extend selection down one screen	Shift + Page Down
Move to top edge of data region	Ctrl + ↑	Extend selection right one screen	Alt + Shift + Pgdn
Move to bottom edge of data region	Ctrl + ↓	Extend selection left one screen	Alt + Shift + Pgup
Move to beginning of row	Home	Extend selection to start of row	Shift + Home
Move to last cell in worksheet	Ctrl + End	Extend selection to first cell in worksheet	Ctrl + Shift + Home
Move to first cell in worksheet	Ctrl + Home	Extend selection to last cell in worksheet	Ctrl + Shift + End
Turn End Mode on	End	Toggle extend selection mode	F8
Go back to hyperlink	Ctrl + G + Enter		

Entering Data		Formatting	
Enter and move down	Enter	Format anything	Ctrl + 1
Enter and move up	Shift + Enter	Display Format cells with font tab selected	Ctrl + Shift + F
Enter and move right	Tab	Apply or remove bold formatting	Ctrl + B
Enter and move left	Shift + Tab	Apply or remove italic formatting	Ctrl + I
Complete entry and stay in same cell	Ctrl + Enter	Apply or Remove underscoring	Ctrl + U
Enter same data in multiple cells	Ctrl + Enter	Apply or remove strike-through formatting	Ctrl + 5
Insert current date	Ctrl + ;	Align center	Alt, H, A, C
Insert current time	Ctrl + Shift + :	Align left	Alt, H, A, L
Fill down from cell above	Ctrl + D	Align right	Alt, H, A, R
Fill right from cell left	Ctrl + R	Indent	Alt, H, 6
Copy formula from cell above	Ctrl + `	Remove indent	Alt, H, 5
Copy value from cell above	Ctrl + Shift + `	Increase font size one step	Alt, H, FG
Add hyperlink	Ctrl + K	Decrease font size one step	Alt, H, FK
Display AutoComplete list	Alt + ↓		
Flash Fill	Ctrl + E		

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<p>Cell Edit Mode</p> <p>Edit the active cell F2</p> <p>Insert or edit comment Shift + F2</p> <p>Cancel entry Esc</p> <p>Select one character right Shift + →</p> <p>Select one character left Shift + ←</p> <p>Move one word right Ctrl + →</p> <p>Move one word left Ctrl + ←</p> <p>Select one word right Ctrl + Shift + →</p> <p>Select one word left Ctrl + Shift + ←</p> <p>Select to beginning of cell Shift + Home</p> <p>Select to end of cell Shift + End</p> <p>Delete to end of line Ctrl + Delete</p> <p>Delete character to the left of cursor Backspace</p> <p>Delete character to the right of cursor Delete</p> <p>Start a new line in the same cell Alt + Enter</p>	<p>Number Formatting</p> <p>Apply general format Ctrl + Shift + ~</p> <p>Apply currency format Ctrl + Shift + \$</p> <p>Apply percentage format Ctrl + Shift + %</p> <p>Apply scientific format Ctrl + Shift + ^</p> <p>Apply date format Ctrl + Shift + #</p> <p>Apply time format Ctrl + Shift + @</p> <p>Apply number format Ctrl + Shift + !</p>
<p>Cell Borders</p> <p>Add border outline Ctrl + Shift + &</p> <p>Add or remove border right Alt, H, B, R</p> <p>Add or remove border left Alt, H, B, L</p> <p>Add or remove border top Alt, H, B, T</p> <p>Add or remove border bottom Alt, H, B, B</p> <p>Add or remove border upward diagonal Alt, H, B, D</p> <p>Add or remove border horizontal interior Alt, H, B, H</p> <p>Add or remove border vertical interior Alt, H, B, V</p> <p>Remove borders Ctrl + Shift + _</p>	<p>Formulas</p> <p>Toggle absolute and relative references F4</p> <p>Open the Insert function dialog box Shift + F3</p> <p>Autosum selected cells Alt + =</p> <p>Toggle formulas on and off Ctrl + ' (apostrophe)</p> <p>Insert function arguments Ctrl + Shift + A</p> <p>Enter array formula Ctrl + Shift + Enter</p> <p>Calculate worksheets F9</p> <p>Calculate active worksheet Shift + F9</p> <p>Force calculate all worksheets Ctrl + Alt + F9</p> <p>Evaluate part of a formula F9</p> <p>Expand or collapse the formula bar Ctrl + Shift + U</p> <p>Display function arguments dialog box Ctrl + A</p> <p>Define name Ctrl + F3</p> <p>Define name using row and column labels Ctrl + Shift + F3</p> <p>Paste name into formula F3</p> <p>Accept function with autocomplete Tab</p>
<p>Grid Operations</p> <p>Display Insert dialog box Ctrl + Shift + +</p> <p>Insert rows Ctrl + Shift + +</p> <p>Insert columns Ctrl + Shift + +</p> <p>Display Delete dialog box Ctrl + -</p> <p>Delete rows Ctrl + -</p> <p>Delete columns Ctrl + -</p> <p>Delete cells Ctrl + -</p> <p>Delete contents of selected cells Delete</p> <p>Hide columns Ctrl + 0</p> <p>Hide rows Ctrl + 9</p> <p>Unhide rows Ctrl + Shift + 9</p> <p>Unhide columns Ctrl + Shift + 0</p> <p>Group rows or columns Alt + Shift + →</p> <p>Ungroup rows or columns Alt + Shift + ←</p> <p>Open group dialog box Alt + Shift + →</p> <p>Open Ungroup dialog box Alt + Shift + ←</p> <p>Hide or show outline symbols Ctrl + 8</p> <p>Zoom in Ctrl + Alt + +</p> <p>Zoom out Ctrl + Alt + -</p>	<p>Pivot Tables</p> <p>Select entire pivot tables Ctrl + A</p> <p>Toggle pivot table field checkbox Space</p> <p>Group pivot table items Alt + Shift + →</p> <p>Ungroup pivot table items Alt + Shift + ←</p> <p>Hide pivot table item Ctrl + -</p> <p>Create pivot chart on same worksheet Alt + F1</p> <p>Create pivot chart on new worksheet F11</p> <p>Open pivot table wizard Alt, D, P</p>
<p>Workbook</p> <p>Insert new worksheet Shift + F11</p> <p>Go to next worksheet Ctrl + Page Down</p> <p>Go to previous worksheet Ctrl + Page Up</p> <p>Move to next pane F6</p> <p>Move to previous pane Shift + F6</p> <p>Go to next workbook Ctrl + Tab</p> <p>Go to previous workbook Ctrl + Shift + Tab</p> <p>Minimize current workbook window Ctrl + F9</p> <p>Maximize current workbook window Ctrl + F10</p> <p>Select adjacent worksheets Shift + Click</p> <p>Select non-adjacent worksheets Ctrl + Click</p> <p>Toggle scroll lock Scr Lk</p> <p>Toggle full screen Ctrl + Shift + F1</p>	<p>Dialog Boxes</p> <p>Move to next control Tab</p> <p>Move to previous control Shift + Tab</p> <p>Move to next tab Ctrl + Tab</p> <p>Move to previous tab Ctrl + Shift + Tab</p> <p>Accept and apply Enter</p> <p>Check and uncheck box Space</p> <p>Cancel and close the dialog box Esc</p>
<p>Active Cell</p> <p>Select active cell only Shift + Backspace</p> <p>Show the active cell on worksheet Ctrl + Backspace</p> <p>Move active cell clockwise in selection Ctrl + .</p> <p>Move active cell down in selection Enter</p> <p>Move active cell up in selection Shift + Enter</p> <p>Move active cell right in a selection Tab</p> <p>Move active cell left in a selection Shift + Tab</p>	<p>Selection</p> <p>Select entire row Shift + Space</p> <p>Select entire column Ctrl + Space</p> <p>Select entire worksheet Ctrl + A</p> <p>Add adjacent cells to selection Shift + Click</p> <p>Add non-adjacent cells to selection Ctrl + Click</p> <p>Move right between non-adjacent selections Ctrl + Alt + →</p> <p>Move left between non-adjacent selections Ctrl + Alt + ←</p> <p>Toggle add to selection mode Shift + F8</p> <p>Cancel selection Esc</p> <p>Select Special</p> <p>Display Go To dialog box Ctrl + G</p> <p>Select cells with comments Ctrl + Shift + O</p> <p>Select current region around active cell Ctrl + Shift + *</p> <p>Select all Ctrl + A</p> <p>Select current array Ctrl + /</p> <p>Select row differences Ctrl + \</p> <p>Select column difference Ctrl + Shift + </p> <p>Select direct precedents Ctrl + [</p> <p>Select all precedents Ctrl + Shift + {</p> <p>Select direct dependents Ctrl +]</p> <p>Select all dependents Ctrl + Shift + }</p> <p>Select visible cells only Alt + ;</p>