

# Microsoft Excel Keyboard Shortcuts



## Workbook Management Keys

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

## Editing Keys

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

## Selecting in a Worksheet

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

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[TheSoftwarePro.com/Excel](http://TheSoftwarePro.com/Excel)

# Microsoft Excel Keyboard Shortcuts

## 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.