

Microsoft Excel Keyboard Shortcuts



for Excel 365, 2019, 2016, 2013 (Windows)

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
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
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)
Tell Me (2016/2019/365 only)	(Alt) + (Q) *
Excel Data Analysis (2013 & newer)	(Ctrl) + (Q)

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