

239 Excel Keyboard Shortcuts

WORK FASTER AND MORE EFFICIENTLY WITH THESE CLEARLY ILLUSTRATED EXCEL SHORTCUTS.

General	Back To Index
Open help	F1
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Copy selection	Ctrl + C
Repeat last action	F4
Cut selection	Ctrl + X
Paste content from clipboard	Ctrl + V
Display the Paste Special dialog box	Ctrl + Alt + V
Display find and replace with Find tab selected	Ctrl + F
Display find and replace with Replace tab selected	Ctrl + H
Find previous match (after initial Find)	Ctrl + Shift + F4
Find next match (after initial Find)	Shift + F4
Insert embedded chart	Alt + F1
Insert chart in new sheet	F11
Toggle Autofilter	Ctrl + Shift + L
Activate filter	Alt + ↓
Create table	Ctrl + T
Select table row	Shift + Space
Select table column	Ctrl + Space
Select table (when active cell is in table)	Ctrl + A
Clear slicer filter	Alt + C
Run Spellcheck	F7

General - Continued	Back To Index
Open Thesaurus	Shift + F7
Open Macro dialog box	Alt + F8
Open VBA Editor	Alt + F11
Duplicate object	Ctrl + D
Snap to grid (whilst dragging)	Alt
Hide or show objects	Ctrl + 6
Open Modify Cell Style dialog box	Alt + ' (apostrophe)
Show right-click menu	Shift + F10
Display control menu	Alt + Space

Worksheet	Back To Index
Insert new worksheet	Shift + F11
Go to next worksheet	Ctrl + PgDn
Go to previous worksheet	Ctrl + PgUp
Rename current worksheet	Alt + O, H, R
Delete current worksheet	Alt + E, L
Move current worksheet	Alt + E, M
Move between the worksheet, Ribbon, task pane and zoom controls in a worksheet that has been split	F6 OR Shift + F6
Select adjacent worksheets	Ctrl + Shift + PgUp/PgDn
Select non-adjacent worksheets	Ctrl + Click
Toggle scroll lock	ScrLk
Toggle full screen	Ctrl + Shift + F1

Worksheet - Continued	Back To Index
Print	Ctrl + P
Open print preview window	Ctrl + F2
Set print area	Alt + P, R, S
Clear print area	Alt + P, R, C
Zoom in	Ctrl + Mouse Wheel Up
Zoom out	Ctrl + Mouse Wheel Down
Protect sheet	Alt + R, P, S

Workbook	Back To Index
Create new workbook	Ctrl + N
Open workbook	Ctrl + O
Save workbook	Ctrl + S
Save as	F12
Go to next workbook	Ctrl + Tab
Go to previous workbook	Ctrl + Shift + Tab
Minimize current workbook window	Ctrl + F9
Maximize current workbook window	Ctrl + F10
Protect workbook	Alt + R, P, W
Close current workbook	Ctrl + F4
Close Excel	Alt + F4

Ribbon	Back To Index
Expand or collapse ribbon	Ctrl + F1
Activate access keys	Alt
Move through Ribbon tabs and groups	→ ← ↑ ↓
Activate or open selected control	Space OR Enter
Confirm control change	Enter
Get help on selected control	F1

Drag and Drop (After Selecting Cells)	Back To Index
Drag and cut	Drag
Drag and copy	Ctrl + Drag
Drag and insert	Shift + Drag
Drag and insert copy	Ctrl + Shift + Drag
Drag to worksheet	Alt + Drag
Drag to duplicate worksheet	Ctrl + Drag

Navigation	
Move one cell right	
Move one cell left	
Move one cell up	
Move one cell down	
Move one screen right	 + 
Move one screen left	 + 
Move one screen up	
Move one screen down	
Move to right edge of data region	 + 
Move to left edge of data region	 + 
Move to top edge of data region	 + 
Move to bottom edge of data region	 + 
Move to beginning of row	
Move to last cell in worksheet that contains data	 + 
Move to first cell in worksheet	 + 
Turn End mode on	

Active Cell	Back To Index
Select active cell (when multiple cells already selected)	Shift + Backspace
Show the active cell on worksheet	Ctrl + Backspace
Move active cell clockwise to corners of selection	Ctrl + .
Move active cell down in selection - wrap to next column	Enter
Move active cell up in selection - wrap to previous column	Shift + Enter
Move active cell right in a selection - wrap to next row	Tab
Move active cell left in a selection - wrap to previous row	Shift + Tab

Selection	Back To Index
Select entire row	Shift + Space
Select entire column	Ctrl + Space
Select current region if worksheet contains data. Press again to select current region and summary rows. Press again to select entire worksheet.	Ctrl + A
Expand selection	Shift + Click
Add non-adjacent cells to selection	Ctrl + Click
Move right between non-adjacent selections	Ctrl + Alt + →
Move left between non-adjacent selections	Ctrl + Alt + ←
Toggle 'Add to Selection' mode	Shift + F8
Exit 'Add to Selection' mode	Esc

Extend Selection	
Extend selection right	Shift + →
Extend selection left	Shift + ←
Extend selection up	Shift + ↑
Extend selection down	Shift + ↓
Extend the selection to the last cell on the right that contains data, or to the next cell that contains data, or to the last column	Ctrl + Shift + →
Extend the selection to the last cell on the left that contains data, or to the next cell that contains data, or to the first column	Ctrl + Shift + ←
Extend the selection to the last cell up that contains data, or to the next cell that contains data, or to the first row	Ctrl + Shift + ↑
Extend the selection to the last cell down that contains data, or to the next cell that contains data, or to the last row	Ctrl + Shift + ↓
Extend selection up one screen	Shift + PgUp
Extend selection down one screen	Shift + PgDn
Extend selection right one screen	Alt + Shift + PgDn
Extend selection left one screen	Alt + Shift + PgUp
Extend selection to start of row(s)	Shift + Home
Extend selection to first cell in worksheet	Ctrl + Shift + Home
Extend selection to last cell in worksheet	Ctrl + Shift + End
Toggle 'Extend Selection' mode	F8
Cancel 'Extend Selection' mode	Esc

Select Special	Back To Index
Display 'Go To' dialog box	Ctrl + G OR F5
Select cells with comments	Ctrl + Shift + O
Select current region around active cell	Ctrl + Shift + *
Select current region	Ctrl + A
Select direct precedents	Ctrl + [
Select all precedents	Ctrl + Shift + {
Select direct dependents	Ctrl +]
Select all dependents	Ctrl + Shift + }
Select visible cells only	Alt + ;

Cell Edit Mode	Back To Index
Edit the active cell	F2
Insert or edit comment	Shift + F2
Delete comment	Shift + F10, M
Cancel editing	Esc
Select one character right	Shift + →
Select one character left	Shift + ←
Move one word right	Ctrl + →
Move one word left	Ctrl + ←
Select one word right	Ctrl + Shift + →
Select one word left	Ctrl + Shift + ←
Select to beginning of cell	Shift + Home
Select to end of cell	Shift + End

Cell Edit Mode - Continued	Back To Index
Delete to end of line	Ctrl + Delete
Delete character to left of cursor	Backspace
Delete character to right of cursor	Delete
Start a new line in the same cell	Alt + Enter

Entering Data	Back To Index
Enter data and move down	Enter
Enter data and move up	Shift + Enter
Enter data and move right	Tab
Enter data and move left	Shift + Tab
Enter data and stay in same cell	Ctrl + Enter
Enter same data in multiple cells (after copying, then selecting cells)	Enter
Insert current date	Ctrl + ;
Insert current time	Ctrl + Shift + :
Fill down from cell above	Ctrl + D
Fill right from cell on left	Ctrl + R
Copy formula from cell above (formula is exact copy)	Ctrl + '
Copy value from cell above	Ctrl + Shift + "
Insert hyperlink	Ctrl + K
Display AutoComplete list	Alt + ↓
Flash fill	Ctrl + E

Number Formatting	Back To Index
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	Ctrl + Shift + ^

Borders	Back To Index
Open list of border styles from Ribbon	Alt + H , B
Add border around selected cells	Ctrl + Shift + &
Add or remove right border	Alt + H , B R
Add or remove left border	Alt + H , B L
Add or remove top border	Alt + H , B P
Add or remove bottom border	Alt + H , B O
Add all borders to all cells in selection	Alt + H , B A
Remove borders	Ctrl + Shift + -

Formulas	
Begin entering a formula	= OR +
Toggle absolute and relative references (in cell edit mode)	F4
Open the Insert Function Dialog Box	Shift + F3
Autosum	Alt + =
Toggle displaying formulas on and off	Ctrl + `
Insert function arguments	Ctrl + Shift + A
Enter array formula	Ctrl + Shift + Enter
Calculate worksheets	F9
Calculate active worksheet	Shift + F9
Force calculate all worksheets	Ctrl + Alt + F9
Evaluate part of a formula (in cell edit mode)	F9
Expand or collapse the formula bar	Ctrl + Shift + U
Display function arguments dialog box	Ctrl + A
Open Name Manager	Ctrl + F3
Create name from values in row(s)/column(s)	Ctrl + Shift + F3
Paste name into formula	F3
Accept function with auto-complete	Tab

Rows and Columns	
Display Insert Dialog box	Ctrl + +
Insert selected number of rows	Ctrl + +
Insert selected number of columns	Ctrl + +
Display Delete dialog box	Ctrl + -
Delete selected number of rows	Ctrl + -
Delete selected number of columns	Ctrl + -
Delete contents of selected cells	Delete
Hide columns	Ctrl + 0
Hide rows	Ctrl + 9
Unhide rows	Ctrl + Shift + 9
Group rows or columns (with rows/columns selected)	Alt + Shift + →
Ungroup rows or columns (with rows/columns selected)	Alt + Shift + ←
Open Group Dialog Box (no rows/cols selected)	Alt + Shift + →
Open Ungroup Dialog Box	Alt + Shift + ←
Hide or show outline symbols	Ctrl + 8

Pivot Tables	Back To Index
Create pivot table	Alt + N , V
Select entire pivot table	Ctrl + A
Group pivot table items	Alt + Shift + →
Ungroup pivot table items	Alt + Shift + ←
Hide (filter out) pivot table item	Ctrl + -
Unhide (clear filter on) pivot table item	Alt + H , S C
Insert pivot chart	Alt + N , S Z C

Dialog Boxes	Back To Index
Move to next control	Tab
Move to previous control	Shift + Tab
Move to next tab	Ctrl + Tab
Move to previous tab	Ctrl + Shift + Tab
Accept and apply	Enter
Check and uncheck box	Space
Cancel and close the dialog box	Esc



DOWNLOAD NOW :- PDFSEVA.COM