



239 Excel Keyboard Shortcuts

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

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General	Back To Index
Open help	
Undo last action	
Redo last action	
Copy selection	
Repeat last action	
Cut selection	
Paste content from clipboard	
Display the Paste Special dialog box	
Display find and replace with Find tab selected	
Display find and replace with Replace tab selected	
Find previous match (after initial Find)	
Find next match (after initial Find)	
Insert embedded chart	
Insert chart in new sheet	
Toggle Autofilter	
Activate filter	
Create table	
Select table row	
Select table column	
Select table (when active cell is in table)	
Clear slicer filter	
Run Spellcheck	

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 + '
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

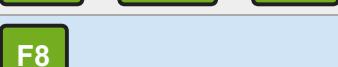
Ribbon	Back To Index
Expand or collapse ribbon	
Activate access keys	
Move through Ribbon tabs and groups	
Activate or open selected control	
Confirm control change	
Get help on selected control	

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

Navigation	Back To Index
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

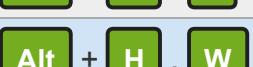
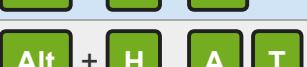
Extend Selection	Back To Index
Extend selection right	
Extend selection left	
Extend selection up	
Extend selection down	
Extend the selection to the last cell on the right that contains data, or to the next cell that contains data, or to the last column	
Extend the selection to the last cell on the left that contains data, or to the next cell that contains data, or to the first column	
Extend the selection to the last cell up that contains data, or to the next cell that contains data, or to the first row	
Extend the selection to the last cell down that contains data, or to the next cell that contains data, or to the last row	
Extend selection up one screen	
Extend selection down one screen	
Extend selection right one screen	
Extend selection left one screen	
Extend selection to start of row(s)	
Extend selection to first cell in worksheet	
Extend selection to last cell in worksheet	
Toggle 'Extend Selection' mode	
Cancel 'Extend Selection' mode	

Select Special	Back To Index
Display 'Go To' dialog box	+ OR
Select cells with comments	+ +
Select current region around active cell	+ +
Select current region	+
Select direct precedents	+
Select all precedents	+ +
Select direct dependents	+
Select all dependents	+ +
Select visible cells only	+

Cell Edit Mode	Back To Index
Edit the active cell	
Insert or edit comment	+
Delete comment	+ ,
Cancel editing	
Select one character right	+
Select one character left	+
Move one word right	+
Move one word left	+
Select one word right	+ +
Select one word left	+ +
Select to beginning of cell	+
Select to end of cell	+

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

Formatting	Back To Index
Format cells	 Ctrl + 1
Display Format Cells with Font tab selected	 Ctrl + Shift + F
Apply or remove bold	 Ctrl + B
Apply or remove italics	 Ctrl + I
Apply or remove underscore	 Ctrl + U
Apply or remove strikethrough	 Ctrl + 5
Align center	 Alt + H , A C
Align left	 Alt + H , A L
Align right	 Alt + H , A R
Indent	 Alt + H , 6
Remove indent	 Alt + H , 5
Wrap text	 Alt + H , W
Align top	 Alt + H , A T
Align middle	 Alt + H , A M
Align bottom	 Alt + H , A B
Increase font size one step	 Alt + H , F G
Decrease font size one step	 Alt + H , F K

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	Back To Index
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	Back To Index
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]



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