

# 239 Excel Keyboard Shortcuts

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

Below is a huge list of Excel keyboard shortcuts you can use to work faster. Scroll through the list or use the Index to quickly go to the section you want.

## How To Read The List

Where shortcut keys must be pressed together they will be shown like this



which means press CTRL and P together.

Where keys must be pressed one after the other they will be shown like this



which means press Alt and H together, then release those keys and press A, then C.

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## Further Resources

You can see a list of [resources](#) we provide including free training, a blog, a forum and more.

General	<a href="#">Back To Index</a>
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	<a href="#">Back To Index</a>
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	<a href="#">Back To Index</a>
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	<a href="#">Back To Index</a>
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	<a href="#">Back To Index</a>
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	<a href="#">Back To Index</a>
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)	<a href="#">Back To Index</a>
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	<a href="#">Back To Index</a>
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	<a href="#">Back To Index</a>
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



Select Special	<a href="#">Back To Index</a>
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	<a href="#">Back To Index</a>
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	<a href="#">Back To Index</a>
Delete to end of line	<b>Ctrl</b> + <b>Delete</b>
Delete character to left of cursor	<b>Backspace</b>
Delete character to right of cursor	<b>Delete</b>
Start a new line in the same cell	<b>Alt</b> + <b>Enter</b>

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



Number Formatting	<a href="#">Back To Index</a>
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	<a href="#">Back To Index</a>
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	<b>Ctrl</b> + <b>+</b>
Insert selected number of rows	<b>Ctrl</b> + <b>+</b>
Insert selected number of columns	<b>Ctrl</b> + <b>+</b>
Display Delete dialog box	<b>Ctrl</b> + <b>-</b>
Delete selected number of rows	<b>Ctrl</b> + <b>-</b>
Delete selected number of columns	<b>Ctrl</b> + <b>-</b>
Delete contents of selected cells	<b>Delete</b>
Hide columns	<b>Ctrl</b> + <b>0</b>
Hide rows	<b>Ctrl</b> + <b>9</b>
Unhide rows	<b>Ctrl</b> + <b>Shift</b> + <b>9</b>
Group rows or columns (with rows/columns selected)	<b>Alt</b> + <b>Shift</b> + <b>→</b>
Ungroup rows or columns (with rows/columns selected)	<b>Alt</b> + <b>Shift</b> + <b>←</b>
Open Group Dialog Box (no rows/cols selected)	<b>Alt</b> + <b>Shift</b> + <b>→</b>
Open Ungroup Dialog Box	<b>Alt</b> + <b>Shift</b> + <b>←</b>
Hide or show outline symbols	<b>Ctrl</b> + <b>8</b>

Pivot Tables	<a href="#">Back To Index</a>
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	<a href="#">Back To Index</a>
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

# Further Resources

We provide several free resources you can use including a blog, a forum, webinars and free training.

We also have paid, online courses which will teach you everything from the basics of Excel, or make you a guru in things like Power BI, Power Query and Dashboards.

Free Resources	
Blog	<a href="https://www.myonlinetraininghub.com/blog">https://www.myonlinetraininghub.com/blog</a>
Free Webinars	<a href="https://www.myonlinetraininghub.com/excel-webinars">https://www.myonlinetraininghub.com/excel-webinars</a>
Excel Forum	<a href="https://www.myonlinetraininghub.com/excel-forum">https://www.myonlinetraininghub.com/excel-forum</a>
Free Training	<a href="https://www.myonlinetraininghub.com/free-registration">https://www.myonlinetraininghub.com/free-registration</a>
Weekly Newsletter	<a href="https://www.myonlinetraininghub.com/sign-up-for-100-excel-tips-and-tricks">https://www.myonlinetraininghub.com/sign-up-for-100-excel-tips-and-tricks</a>

Courses	
Excel Dashboards	<a href="https://www.myonlinetraininghub.com/excel-dashboard-course">https://www.myonlinetraininghub.com/excel-dashboard-course</a>
Power BI	<a href="https://www.myonlinetraininghub.com/power-bi-course">https://www.myonlinetraininghub.com/power-bi-course</a>
Power Query	<a href="https://www.myonlinetraininghub.com/excel-power-query-course">https://www.myonlinetraininghub.com/excel-power-query-course</a>
Power Pivot	<a href="https://www.myonlinetraininghub.com/power-pivot-course">https://www.myonlinetraininghub.com/power-pivot-course</a>
Pivot Tables	<a href="https://www.myonlinetraininghub.com/excel-pivottable-course">https://www.myonlinetraininghub.com/excel-pivottable-course</a>
Excel, Word, Outlook	<a href="https://www.myonlinetraininghub.com/microsoft-office-online-training-courses">https://www.myonlinetraininghub.com/microsoft-office-online-training-courses</a>

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