



MICROSOFT EXCEL SHORTCUT KEYS

| ENTERING DATA | |
|-------------------------|--|
| <i>Key Combination</i> | <i>Effect</i> |
| Alt + Enter | Start a new line in the same cell |
| Ctrl + Enter | Fill the selected cell range with the current entry |
| Shift + Enter | Complete a cell entry and move up in the selection |
| Tab | Complete a cell entry and move to the right in the selection |
| Shift + Tab | Complete a cell entry and move to the left in the selection |
| Esc | Cancel a cell entry |
| Backspace | Delete the character to the left of the insertion point, or delete the selection |
| Delete | Delete the character to the right of the insertion point, or delete the selection |
| Ctrl + Delete | Delete text to the end of the line |
| Arrow Keys | While in cell, move one character up, down, left, or right. |
| Home | Move to the beginning of the line |
| F4 | Repeat the last action |
| Shift + F2 | Edit a cell comment |
| Ctrl + Shift + F3 | Create names from row and column labels |
| Ctrl + D | Fill down |
| Ctrl + R | Fill to the right |
| Ctrl + F3 | Define a name |
| WORKING IN CELLS | |
| Backspace | Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit cell contents |
| Ctrl + Shift + Enter | Enter a formula as an array formula |
| Ctrl + A | Display the formula palette after you type a function name in a formula |
| Ctrl + Shift + A | Insert the argument names and parentheses for a function after you type a function name in a formula |
| Ctrl + K | Insert a hyperlink |
| F2 | Edit the active cell and position the insertion point at the end of the line |
| F3 | Paste a defined name into a formula |
| Shift + F3 | Pasted a function into a formula |
| F7 | Display the spelling dialog box |
| F9 | Calculate all sheets in all open workbooks |
| Shift + F9 | Calculate the active worksheet |
| Alt + = | Insert the auto sum formula |

| | |
|--|--|
| Ctrl + ; | Enter the date |
| Ctrl + : | Enter the time |
| Ctrl + Shift + " | Copy the value from the cell above the active cell into the cell or the formula bar |
| Ctrl + ` (grave accent next to the number 1) | Alternate between displaying cell values and displaying cell formulas |
| Ctrl + ' (apostrophe) | Copy a formula or value from the cell above the active cell into the cell or the formula bar |
| ↓ Alt + | Display the auto complete list |
| FORMATTING DATA | |
| Alt + ' (apostrophe) | Display the Style dialog box |
| Ctrl + 1 | Display the Format cells dialog box |
| Ctrl + Shift + ~ | Apply the General number format |
| Ctrl + Shift + \$ | Apply the Currency format |
| Ctrl + Shift + % | Apply the Percentage format |
| Ctrl + Shift + ^ | Apply the Exponential format |
| Ctrl + Shift + # | Apply the date format |
| Ctrl + Shift + @ | Apply the time format |
| Ctrl + Shift + ! | Apply the number format |
| Ctrl + Shift + & | Apply the outline border |
| Ctrl + Shift + - | Remove outline borders |
| Ctrl + B | Apply or remove bold formatting |
| Ctrl + I | Apply or remove italic formatting |
| Ctrl + U | Apply or remove underline formatting |
| Ctrl + 5 | Apply or remove strikethrough formatting |
| Ctrl + 8 | Display or hide the outline symbols |
| Ctrl + 0 | Hide columns |
| Ctrl + 9 | Hide rows |
| Ctrl + Shift + (| Unhide rows |
| Ctrl + Shift +) | Unhide columns |
| Alt + Shift + → | Group rows or columns |
| Alt + Shift + ← | Ungroup rows or columns |
| WORKBOOK NAVIGATION | |
| Arrow keys | Move one cell in desired direction (up, down, left or right) |
| Ctrl + arrow keys | Move to edge of the current data region |
| Home | Move to the beginning of the row |
| Ctrl + Home | Move to the beginning of the worksheet |
| Ctrl + End | Move to the last used cell on the worksheet (defined as the intersection of the right-most used column and the bottom-most used row) |
| Page Down | Move down one screen |
| Page Up | Move up one screen |

| | |
|--|--|
| Alt + Page Down | <i>Move one screen to the right</i> |
| Alt + Page Up | <i>Move one screen to the left</i> |
| Ctrl + Page Down | <i>Move to the next worksheet</i> |
| Ctrl + Page Up | <i>Move to the previous worksheet</i> |
| Ctrl + F6 | <i>Move to the next workbook</i> |
| Ctrl + Shift + F6 | <i>Move to the previous workbook</i> |
| F6 | <i>Move to the next pane in a workbook that has been split</i> |
| Shift + F6 | <i>Move to the previous pane in a workbook that has been split</i> |
| Ctrl + Backspace | <i>Scroll to display the active cell</i> |
| F5 | <i>Display the Go To dialog box</i> |
| Shift + F5 | <i>Display the Find dialog box</i> |
| Shift + F4 | <i>Find the next cell that matches the criteria specified in the previous Find operation</i> |
| Tab | <i>Move between unlocked cells on a protected worksheet</i> |
| PREVIEWING AND PRINTING | |
| Ctrl + P | <i>Display the print dialog box</i> |
| Arrow keys | <i>While in print preview, move around the page when zoomed in</i> |
| Page Up or Page Down | <i>While in print preview, move by one page when zoomed out</i> |
| Ctrl +  | <i>while in print preview, move to the first page when zoomed out</i> |
|  Ctrl + | <i>While in print preview, move to the last page when zoomed out</i> |
| WORKING WITH WORKSHEETS, CHARTS AND MACROS | |
| Shift + F11 | <i>Insert a new worksheet</i> |
| F11 | <i>Create a chart that uses the current range</i> |
| Alt + F8 | <i>Display the Macro dialog box</i> |
| Alt + F11 | <i>Display the Visual Basic Editor</i> |
| Ctrl + F11 | <i>Inset a Microsoft Excel 4 macro sheet</i> |
| Ctrl + Page Down | <i>Move to the next worksheet</i> |
| Ctrl + Page Up | <i>Move to the previous worksheet</i> |
| Shift + Ctrl + Page Down | <i>Select the current and next sheet in the workbook</i> |
| Shift + Ctrl + Page Up | <i>Select the current and previous sheet in the workbook</i> |

| INSERTING, DELETING & COPYING | |
|---|--|
| Ctrl + C | <i>Copy the selection</i> |
| Ctrl + X | <i>Cut the selection</i> |
| Ctrl + V | <i>Paste the selection</i> |
| Delete | <i>Clear the contents of the selection</i> |
| Ctrl + - | <i>Delete the selected cells</i> |
| Ctrl + Z | <i>Undo the last action</i> |
| Ctrl + Shift + + | <i>Insert blank cells</i> |
| SELECTING CELLS, COLUMNS OR ROWS | |
| Ctrl + Shift + * | <i>Select the current region around the active cell</i> |
| Shift + arrow keys | <i>Extend the selection by one cell</i> |
| Ctrl + Shift + arrowkeys | <i>Extend the selection to the last nonblank cell in the same column or row as the active cell</i> |
| Shift + Home | <i>Extend the selection to the beginning of the row</i> |
| Ctrl + Shift + Home | <i>Extend the selection to the beginning of the worksheet</i> |
| Ctrl + Shift + End | <i>Extend the selection to the last used cell on the worksheet</i> |
| Ctrl + Spacebar | <i>Select the entire column</i> |
| Shift + Spacebar | <i>Select the entire row</i> |
| Ctrl + A | <i>Select the entire worksheet</i> |
| Shift + backspace | <i>Select only the active cell when multiple cells are selected</i> |
| Shift + Page Down | <i>Extend the selection down one screen</i> |
| Shift + Page Up | <i>Extend the selection up one screen</i> |
| Ctrl + Shift + Spacebar | <i>With an object selected, select all objects on a sheet</i> |
| Ctrl + 6 | <i>Alternate between hiding objects, displaying objects, and displaying placeholders for objects</i> |
| Ctrl + 7 | <i>Show or hide the standard toolbar</i> |
| F8 | <i>Turn on extending a selection by using the arrow keys</i> |
| Shift + F8 | <i>Add another range of cells to the selection</i> |
| SELECTING CELLS WITH SPECIAL CHARACTERISTICS | |
| Ctrl + / | <i>Select the current array (the array that the active cell belong to)</i> |
| Ctrl + Shift + O | <i>Select all cells with comments</i> |
| Ctrl + \ | <i>Select cells in a row that don't match the value in the</i> |

| | |
|-------------------------------------|---|
| | <i>active cell in that row</i> |
| Ctrl + Shift + I | <i>Select cells in a column that don't match the value in the active cell in that column</i> |
| Ctrl + [| <i>Select only cells that are directly referred to by formulas in the selection</i> |
| Ctrl +] | <i>Select only cells with formulas that refer directly to the active cell</i> |
| Ctrl + Shift + [| <i>Select all cells that are directly or indirectly referred to by formulas in the selection</i> |
| Ctrl + Shift +] | <i>Select all cells with formulas that refer directly or indirectly to the active cell</i> |
| Alt + ; | <i>Select only visible cells in the current selection</i> |
| MENU & TOOLBAR SHORTCUTS | |
| F10 | <i>Make the menu bar active, or close a visible menu and submenu at the same time</i> |
| Tab | <i>Select the next or previous button or menu on the toolbar</i> |
| Ctrl + Tab | <i>Select the next or previous toolbar</i> |
| Enter | <i>Open the selected menu, or perform the action assigned to the selected button</i> |
| Shift + F10 | <i>Show a shortcut menu</i> |
| Alt + Spacebar | <i>Show the program icon menu (on the program title bar)</i> |
| Down or Up Arrow | <i>With menu or submenu displayed, select the next or previous command on the menu or submenu</i> |
| Right or Left Arrow | <i>Select the menu to the left or right, with a submenu visible, switch between the main menu and the submenu</i> |
| Home or End | <i>Select the first or last command on the menu or submenu</i> |
| Esc | <i>Close the visible menu or, with a submenu visible, close the submenu only</i> |
| Ctrl + Down Arrow | <i>Display the full set of commands on a menu</i> |
| WINDOW SHORTCUTS | |
| Alt + Tab | <i>Switch to the next program</i> |
| Alt + Shift + Tab | <i>Switch to the previous program</i> |
| Ctrl + Esc | <i>Show the Windows Start menu</i> |
| Ctrl + F4 | <i>Close the active workbook window</i> |
| Ctrl + F5 | <i>Restore the active workbook window size</i> |
| F6 | <i>Move the next pane in a workbook that has been split</i> |
| Shift + F6 | <i>Move to the previous pane in a workbook that has</i> |

| | |
|--------------------------------------|--|
| | <i>been split</i> |
| Ctrl + F6 | <i>Switch to the next window</i> |
| Ctrl + Shift + F6 | <i>Switch to the previous workbook</i> |
| Ctrl + F7 | <i>Carry out the Move command, or use the arrow keys to move the window</i> |
| Ctrl + F8 | <i>Carry out the size command, or use the arrow keys to size the window</i> |
| Ctrl + F9 | <i>Minimize the workbook window to an icon</i> |
| Ctrl + F10 | <i>Maximize or restore the workbook window</i> |
| Print Screen | <i>Copy the image of the screen to the Clipboard</i> |
| Alt + Print Screen | <i>Copy the image of the active window to the Clipboard</i> |
| DIALOG BOX SHORTCUTS | |
| Tab | <i>Move to the next option or option group</i> |
| Shift + Tab | <i>Move to the previous option or option group</i> |
| Ctrl + Tab | <i>Switch to the next tab in a dialog box</i> |
| Ctrl + Shift + Tab | <i>Switch to the previous tab in a dialog box</i> |
| Arrow Keys | <i>Move between options in the active drop-down list or between options in an option group</i> |
| Spacebar | <i>Perform the action assigned to the active button, or select or clear the active check box</i> |
| Alt + Down Arrow | <i>Open the selected drop-down list</i> |
| Enter | <i>Perform the action assigned to the default command button in the dialog box</i> |
| Esc | <i>Cancel the command and close the dialog box</i> |
| OPEN & SAVE AS DIALOG BOX | |
| Ctrl + O | <i>Display the Open dialog box</i> |
| Ctrl + S | <i>Save the active workbook</i> |
| Shift + F12 | <i>Display the Save As dialog box</i> |
| Alt + 1 | <i>Go to the previous folder</i> |
| Alt + 2 | <i>Open the folder up one level from the open folder</i> |
| Alt + 3 | <i>Close the dialog box and open your www search page</i> |
| Alt + 4 | <i>Delete the selected folder or file</i> |
| Alt + 5 | <i>Create a new subfolder in the open folder</i> |
| Alt + 6 | <i>Switch between list, details, properties and preview views</i> |
| Alt + 7 | <i>Show the Tools menu</i> |

