

# 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	<b>Shift</b> + <b>F7</b>
Open Macro dialog box	<b>Alt</b> + <b>F8</b>
Open VBA Editor	<b>Alt</b> + <b>F11</b>
Duplicate object	<b>Ctrl</b> + <b>D</b>
Snap to grid (whilst dragging)	<b>Alt</b>
Hide or show objects	<b>Ctrl</b> + <b>6</b>
Open Modify Cell Style dialog box	<b>Alt</b> + <b>'</b>
Show right-click menu	<b>Shift</b> + <b>F10</b>
Display control menu	<b>Alt</b> <b>Space</b>

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

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	<a href="#">Back To Index</a>
Move one cell right	→
Move one cell left	←
Move one cell up	↑
Move one cell down	↓
Move one screen right	Alt + PgDn
Move one screen left	Alt + PgUp
Move one screen up	PgUp
Move one screen down	PgDn
Move to right edge of data region	Ctrl + →
Move to left edge of data region	Ctrl + ←
Move to top edge of data region	Ctrl + ↑
Move to bottom edge of data region	Ctrl + ↓
Move to beginning of row	Home
Move to last cell in worksheet that contains data	Ctrl + End
Move to first cell in worksheet	Ctrl + Home
Turn End mode on	End

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

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



Extend Selection	<a href="#">Back To Index</a>
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	<a href="#">Back To Index</a>
Display 'Go To' dialog box	<b>Ctrl</b> + <b>G</b> OR <b>F5</b>
Select cells with comments	<b>Ctrl</b> + <b>Shift</b> + <b>O</b>
Select current region around active cell	<b>Ctrl</b> + <b>Shift</b> + <b>*</b>
Select current region	<b>Ctrl</b> + <b>A</b>
Select direct precedents	<b>Ctrl</b> + <b>[</b>
Select all precedents	<b>Ctrl</b> + <b>Shift</b> + <b>{</b>
Select direct dependents	<b>Ctrl</b> + <b>]</b>
Select all dependents	<b>Ctrl</b> + <b>Shift</b> + <b>}</b>
Select visible cells only	<b>Alt</b> + <b>;</b>

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

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>

Formatting	<a href="#">Back To Index</a>
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	<a href="#">Back To Index</a>
Apply general format	<b>Ctrl</b> + <b>Shift</b> + <b>~</b>
Apply number format	<b>Ctrl</b> + <b>Shift</b> + <b>!</b>
Apply time format	<b>Ctrl</b> + <b>Shift</b> + <b>@</b>
Apply date format	<b>Ctrl</b> + <b>Shift</b> + <b>#</b>
Apply currency format	<b>Ctrl</b> + <b>Shift</b> + <b>\$</b>
Apply percentage format	<b>Ctrl</b> + <b>Shift</b> + <b>%</b>
Apply scientific format	<b>Ctrl</b> + <b>Shift</b> + <b>^</b>

Borders	<a href="#">Back To Index</a>
Open list of border styles from Ribbon	<b>Alt</b> + <b>H</b> , <b>B</b>
Add border around selected cells	<b>Ctrl</b> + <b>Shift</b> + <b>&amp;</b>
Add or remove right border	<b>Alt</b> + <b>H</b> , <b>B</b> <b>R</b>
Add or remove left border	<b>Alt</b> + <b>H</b> , <b>B</b> <b>L</b>
Add or remove top border	<b>Alt</b> + <b>H</b> , <b>B</b> <b>P</b>
Add or remove bottom border	<b>Alt</b> + <b>H</b> , <b>B</b> <b>O</b>
Add all borders to all cells in selection	<b>Alt</b> + <b>H</b> , <b>B</b> <b>A</b>
Remove borders	<b>Ctrl</b> + <b>Shift</b> + <b>-</b>

Formulas	<a href="#">Back To Index</a>
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	<a href="#">Back To Index</a>
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	<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