*The*

# MEGA BOOK OF EXCEL SHORTCUTS

## FOR WINDOWS

HowToExcel.org

written by

John MacDougall

Includes 300+ Shortcuts

## Share the Knowledge!

Feel free to email this to your friends or colleagues, I give you full permission to share in any medium you like: email, printed or even post it on your Facebook, Twitter or LinkedIn account.

The only conditions?

- You can not charge anyone any monetary amount for it. That will remain my sole right.
- You can not change, edit, or alter the digital format or contents and all links must remain in place as they are.

I hope you enjoy this ebook and that you learn some valuable shortcuts that help you on your way to mastering Excel!

Welcome to **The Mega Book of Excel Shortcuts** free e-book!

If you're reading this, I'm guessing you're an Excel enthusiast like myself or you work with Excel a lot and want to save time and effort also like myself! Either way, welcome and I hope you enjoy this book.

This book contains the complete set of Excel and visual basic editor keyboard shortcuts along with a few keyboard and mouse combination shortcuts. They will go a long way to helping you master Excel and save time and effort in your work.

Cheers!

John MacDougall

Check out my website
http://www.howtoexcel.org/
for other great Excel tips, tricks and tutorials!

# How To Excel
# Table of Contents

# How To Excel
# Copy and Paste

Page | 4

These shortcuts are all for copying and pasting objects in the worksheet such as cells, ranges, tables and pivot tables. We can use paste special on other objects like charts and shapes, but the options available in this menu are different.

| | |
|---|---|
| **Ctrl + C** | Copy the active cell or selected range to the clipboard. |
| **Ctrl + D** | Copy and paste the cell directly above into the active cell (fill down). |
| **Ctrl + R** | Copy and paste the cell directly to the left into the active cell (fill right). |
| **Ctrl + V** | Paste the last item from your clipboard. |
| **Ctrl + X** | Cut the active cell or selected range. |
| **Ctrl + Alt + V** | Paste special. |
| **Ctrl + Alt + V + B** | Skip blanks when pasting from your clipboard. |
| **Ctrl + Alt + V + C** | Only paste comments. |
| **Ctrl + Alt + V + D** | Add values to the paste range from the range in your clipboard. |
| **Ctrl + Alt + V + E** | Transpose when pasting from your clipboard. |
| **Ctrl + Alt + V + F** | Only paste formulas. |
| **Ctrl + Alt + V + H** | Paste all using the source theme. |
| **Ctrl + Alt + V + I** | Divide the paste range by values from the range in your clipboard. |
| **Ctrl + Alt + V + M** | Multiply paste range by values from the range in your clipboard. |

**P a g e** | **4**

| | |
|---|---|
| **Ctrl + Alt + V + N** | Only paste data validation. |
| **Ctrl + Alt + V + R** | Only paste formula and number formatting. |
| **Ctrl + Alt + V + S** | Subtract values to the paste range from the range in your clipboard. |
| **Ctrl + Alt + V + T** | Only paste formats. |
| **Ctrl + Alt + V + U** | Only paste values and number formatting. |
| **Ctrl + Alt + V + V** | Only paste values. |
| **Ctrl + Alt + V + W** | Only paste column widths. |
| **Ctrl + Alt + V + X** | Paste all except any borders. |

# Editing Data and Formulas

These shortcuts are for entering and editing data and formula while in a worksheet or during editing when your cursor is active in the formula bar.

| | |
|---|---|
| **+** | Add numbers in a formula. |
| **-** | Subtract numbers in a formula. |
| **\*** | Multiply numbers in a formula. |
| **/** | Divide numbers in a formula. |
| **^** | Raise a number to the power of another number (2^3 = 8). |
| **+** | Start typing a formula. |
| **=** | Start typing a formula. |
| **Back Space** | Deletes one character to the left of the cursor. |
| **Delete** | Deletes one character to the right of the cursor. |

| | |
|---|---|
| **Down** | Moves the cursor one line down if the cell content contains multiple lines. |
| **End** | Moves the cursor to the end of the line. |
| **Enter** | Accepts any formula edits made and moves the active cell down by default. The default can be changed to up, left, right or no movement. |
| **Esc** | Discards any formula edits made. |
| **F2** | Edit the contents of the active cell. |
| **F3** | Opens the Paste Name dialog box while editing a formula. |
| **F4** | Cycles between absolute and relative cell references. |
| **Home** | Moves the cursor to the beginning of the line. |
| **Left** | Moves the cursor one character left. |
| **Right** | Moves the cursor one character right. |
| **Tab** | Complete the formula or data entry and move the active cell one cell to the right. |
| **Up** | Moves the cursor one line up if the cell content contains multiple lines. |
| **Alt + Enter** | Enters a line break while editing a cell. |
| **Ctrl + '** | Enters the value from the cell directly above while in edit mode. |
| **Ctrl + A** | Opens the Function Arguments window after typing function name. |
| **Ctrl + Back Space** | Move view back to the active cell when editing a formula and keep the formula intact. |
| **Ctrl + Delete** | Deletes all characters to the right of the cursor. |

# How To Excel

| | |
|---|---|
| **Ctrl + Enter** | Complete the formula or data entry and remain on the current cell. |
| **Ctrl + Left** | Moves the cursor to the left by one word while in edit mode. |
| **Ctrl + Right** | Moves the cursor to the right by one word while in edit mode. |
| **Shift + F3** | Opens the Insert Function dialog box while in the worksheet or in the formula bar and not inside a function. |
| **Shift + F3** | Opens the Function Arguments dialog box while editing a function. |
| **Shift + Tab** | Complete the formula or data entry and move the active cell one cell to the left. |
| **Ctrl + ;** | Enters the current date at the cursor position while in edit mode. |
| **Ctrl + Shift + :** | Enters the current time at the cursor position while in edit mode. |
| **Ctrl + Shift + A** | Inserts argument name placeholders for a function (after typing out a valid function name). |
| **Ctrl + Shift + U** | Expand or collapse the formula bar. |
| **Ctrl + Shift + Enter** | Enter a formula as an array formula. |
| **Ctrl + Shift + Left** | Selects one word to the left of the cursor. |
| **Ctrl + Shift + Right** | Selects one word to the right of the cursor. |

# Excel Window Commands

These shortcuts are for interacting with the Excel window to close, move and resize it.

# How To Excel

| Alt + F4 | Closes the active window or workbook. |
| Ctrl + F4 | Closes the active workbook. |
| Ctrl + F5 | Minimizes a workbook window. |
| Ctrl + F6 | Switch to the next open Excel workbook. |
| Ctrl + F7 | Move the active workbook with the arrow keys when the window is not maximized. |
| Ctrl + F8 | Resize the active workbook window with the arrow keys when the window is not maximized. |
| Ctrl + F9 | Minimizes the active workbook window. |
| Ctrl + F10 | Restore or maximize the active workbook window. |
| Ctrl + Shift + F6 | Switch to the previous open Excel workbook. |

# Find and Replace

These shortcuts are for using Excel's Find and Replace more efficiently.

| * | Use * in searches as a wildcard for any number of characters. |
| ? | Use ? in searches as a wildcard for exactly one character. |
| ~ | ~? will search for ?<br>~* will search for *<br>~~ will search for ~ |
| Esc | Close the Find and Replace dialog box. |

# How To Excel

| | |
|---|---|
| **Alt + F** | Find the next item when the Find and Replace dialog box is active. |
| **Alt + I** | Find the previous item when the Find and Replace dialog box is active. |
| **Alt + Tab** | Toggle focus between the Find and Replace dialog box and the worksheet. |
| **Ctrl + F** | Open the Find and Replace dialog box to the Find tab. |
| **Ctrl + H** | Open the Find and Replace dialog box to the Replace tab. |
| **Shift + F4** | Repeats the last Find Next action performed. |
| **Ctrl + Shift + F4** | Repeats the last Find Previous action performed. |

# Formatting Cells

Proper formatting can make all the difference when it comes to how readable a workbook is. These shortcuts will make adding common format types quick and effortless!

| | |
|---|---|
| **Alt + B** | Toggle on and off the bottom border while in the Format Cells dialog box on the borders tab. |
| **Alt + D** | Toggle on and off the downward diagonal border while in the Format Cells dialog box on the borders tab. |

# How To Excel

| | |
|---|---|
| **Alt + H** | Toggle on and off the horizontal interior border while in the Format Cells dialog box on the borders tab. |
| **Alt + L** | Toggle on and off the left border while in the Format Cells dialog box on the borders tab. |
| **Alt + R** | Toggle on and off the right border while in the Format Cells dialog box on the borders tab. |
| **Alt + T** | Toggle on and off the top border while in the Format Cells dialog box on the borders tab. |
| **Alt + U** | Toggle on and off the upwards diagonal border while in the Format Cells dialog box on the borders tab. |
| **Alt + V** | Toggle on and off the vertical interior border while in the Format Cells dialog box on the borders tab. |
| **Ctrl + 1** | Open the Format Cells dialog box. |
| **Ctrl + 2** | Apply or remove the bold format to a cell or range of cells. |
| **Ctrl + 3** | Apply or remove the italic format to a cell or range of cells. |
| **Ctrl + 4** | Apply or remove the underline format to a cell or range of cells. |
| **Ctrl + 5** | Apply or remove the strikethrough format to a cell or range of cells. |
| **Ctrl + B** | Apply or remove the bold format to a cell or range of cells. |
| **Ctrl + I** | Apply or remove the italic format to a cell or range of cells. |
| **Ctrl + U** | Apply or remove the underline format to a cell or range of cells. |

# How To Excel

| | |
|---|---|
| **Ctrl + Shift + !** | Apply the thousands comma with two decimal places number format to a cell or range of cells. |
| **Ctrl + Shift + #** | Apply the date format to a cell or range of cells. |
| **Ctrl + Shift + $** | Apply the currency format to a cell or range of cells. |
| **Ctrl + Shift + %** | Apply the percent format to a cell or range of cells. |
| **Ctrl + Shift + &** | Apply outside boarders to a cell or range of cells. |
| **Ctrl + Shift + @** | Apply the time format to a cell or range of cells. |
| **Ctrl + Shift + _** | Remove all borders from a cell or range of cells. |
| **Ctrl + Shift + ~** | Apply the general format to a cell or range of cells. |
| **Ctrl + Shift + F** | Open the Format Cells dialog box with the Font tab active. |
| **Ctrl + Shift + P** | Open the Format Cells dialog box with the Font tab active. |

# Formula Auditing

These shortcuts are essential to know if you're trying to trace down an error in your formula or trying to understand a formula that's been written by someone else.

| | |
|---|---|
| **Ctrl + [** | Selects cells that are directly precedent to the active cell. |
| **Ctrl + ]** | Selects cells that are directly dependent on the active cell. |
| **Ctrl + Shift + [** | Selects cells that are directly or indirectly precedent to the active cell. |
| **Ctrl + Shift + ]** | Selects cells that are directly or indirectly dependent on the active cell. |

# Function Keys

Here is a collection of various shortcuts involving the function keys found at the very top of your keyboard.

| | |
|---|---|
| **F1** | Open the Excel help menu. |
| **F4** | Repeats the last action performed. |
| **F7** | Spell check. |
| **F10** | Display the shortcut key tips for the ribbon (same as pressing Alt). |
| **F11** | Create a chart sheet based on the currently selected range or table. |
| **F12** | Open the Save As menu. |
| **Alt + F2** | Opens the Save As command. |
| **Alt + F5** | Refreshes the active pivot table or query. |
| **Alt + F8** | Opens the Macro dialog box. |
| **Alt + F10** | Show or hide the selection task pane. |
| **Alt + F11** | Open the visual basic for application code editor. |
| **Ctrl + F1** | Toggle the ribbon on or off. |

| | |
|---|---|
| **Ctrl + F3** | Opens the Name Manager dialog box. |
| **Ctrl + F11** | Insert a macro sheet in the active workbook. |
| **Ctrl + F12** | Open a previously saved workbook. |
| **Shift + F5** | Opens the Find and Replace dialog box. |
| **Shift + F10** | Display the right click menu for a selected object. |
| **Shift + F11** | Insert a new sheet in the current workbook. |
| **Shift + F12** | Save the active workbook. |
| **Alt + Shift + F1** | Insert a new sheet in the current workbook. |
| **Alt + Shift + F2** | Save the current workbook. |
| **Ctrl + Shift + F1** | Toggle auto-hide on or off for the ribbon. |
| **Ctrl + Shift + F3** | Opens the create names from selection window to create named ranges. |
| **Ctrl + Shift + F12** | Opens the print menu. |

# Hyperlinks and Comments

Here are a variety of shortcuts for working with hyperlinks and comments.

| | |
|---|---|
| **Ctrl + K** | Insert a hyperlink in the active cell. |
| **Esc + Esc** | Escape from editing a comment. Changes made to comments while editing are retained. |
| **Shift + F2** | Insert or Edit a comment in the active cell. |
| **Ctrl + Shift + O** | Select all comments in the active worksheet. |
| **Shift + F10 + M** | Delete all selected comments. |
| **Shift + F10 + R** | Remove all selected hyperlinks. |
| **Shift + F10 + OO + Enter** | Open the hyperlink in the active cell. |

| | |
|---|---|
| **Shift + F2 + Esc + Down** | Move a comment down. |
| **Shift + F2 + Esc + Left** | Move a comment left. |
| **Shift + F2 + Esc + Right** | Move a comment right. |
| **Shift + F2 + Esc + Up** | Move a comment up. |

# Keyboard and Mouse Shortcuts

These shortcuts involve a combination of using the keyboard with the mouse.

| | |
|---|---|
| **Alt + Drag** | Cut and paste an object to another worksheet by dragging it to the sheet tabs in the lower left of the window. |
| **Ctrl + Drag** | Copy an object (sheets, cells, ranges, tables, charts, pivot tables etc.) by holding Ctrl and dragging the object. |
| **Shift + Drag** | Cut and insert an object. This will shift cells down or to the right. |
| **Ctrl + Left Click** | Add a non-adjacent cell to a selected range. |
| **Shift + Left Click** | Add an adjacent cell to a selected range. |
| **Shift + Left Click** | Close all open Excel workbooks by holding Shift then clicking on the X in the top righthand corner of the window. |
| **Left Click + Drag** | Drag the lower right corner of a cell or range using the left mouse button to copy and paste or use auto fill. |
| **Right Click + Drag** | Drag the lower right corner of a cell or range using the right mouse button to access advanced auto fill features. |

# Manual Calculation

These shortcuts are for forcing Excel to (re)calculate formulas and can be very useful if your workbook is set to manual calculation mode.

| | |
|---|---|
| **F9** | (Re)Calculates all sheets in the active workbook. |
| **Shift + F9** | (Re)Calculates the active sheet in the active workbook. |
| **Ctrl + Alt + F9** | Global (re)calculation. |
| **Ctrl + Alt + Shift + F9** | Rebuilds all formula dependencies and (re)calculates all sheets in the active workbook. |

# Moving Through a Worksheet

Relying on the mouse to move around your workbooks can be slow. Speed things up with these shortcuts.

| | |
|---|---|
| **Down** | Moves the active cell in the worksheet one cell to the down. |
| **Enter** | Moves the active cell down by default. The default can be changed to up, left, right or no movement.. |
| **F6** | Move focus to the next pane in a workbook. |

# How To Excel

| | |
|---|---|
| **Home** | Moves the active cell in the worksheet to the left most visible cell in the worksheet within the same row. |
| **Left** | Moves the active cell in the worksheet one cell to the left. |
| **Page Down** | Moves the active cell cursor and screen one full page down. |
| **Page Up** | Moves the active cell cursor and screen one full page up. |
| **Right** | Moves the active cell in the worksheet one cell to the right. |
| **Up** | Moves the active cell in the worksheet one cell to the up. |
| **Alt + Page Down** | To move one full screen to the right in the worksheet. |
| **Alt + Page Up** | To move one full screen to the left in the worksheet. |
| **Ctrl + Back Space** | Scrolls to the active cell if it's not in the visible window. |
| **Ctrl + Down** | Move to the lower most part of the current data region. |
| **Ctrl + End** | Move to the lower right most used cell in the worksheet. |
| **Ctrl + Home** | Move to the upper left most cell in the worksheet. |
| **Ctrl + Left** | Move to the left most part of the current data region. |
| **Ctrl + Page Down** | Move to the next worksheet in the workbook. |
| **Ctrl + Page Up** | Move to the previous worksheet in the workbook. |

# How To Excel

| | |
|---|---|
| **Ctrl + Right** | Move to the right most part of the current data region. |
| **Ctrl + Tab** | Switch between open Excel workbooks. |
| **Ctrl + Up** | Move to the upper most part of the current data region. |
| **End + Home** | Move to the lower right most used cell in the worksheet. |
| **Shift + F6** | Move focus to the previous pane in a workbook. |
| **Ctrl + Shift + Tab** | Switch between open Excel workbooks in reverse order. |

# Moving Within a Selected Range

Use these shortcuts to move the active cell within your selected range.

| | |
|---|---|
| **Enter** | Moves the active cell down by default. The default can be changed to up, left, right or no movement. |
| **Tab** | Moves the active cell to the right in the range. |
| **Ctrl + Period** | Moves the active cell to the next corner of the range in a clockwise fashion. This does not move to corners in non continuous ranges. |
| **Shift + Enter** | Moves the active cell up to the previous cell in the range. |
| **Shift + Tab** | Moves the active cell to the left in the range. |

A collection of other useful shortcuts.

| Shortcut | Description |
| --- | --- |
| **Alt + '** | Opens the style dialog box. |
| **Alt + =** | Inserts AutoSum. |
| **Alt + Back Space** | Undo the last command. |
| **Ctrl + 6** | Toggle between show and hide objects in the workbook. |
| **Ctrl + '** | Duplicate the formula from the cell directly above. |
| **Ctrl + E** | Flash Fill. |
| **Ctrl + N** | Create a new blank workbook. |
| **Ctrl + O** | Open the menu to open a saved workbook. |
| **Ctrl + P** | Open the Print (Print Preview) menu for the current worksheet. |
| **Ctrl + S** | Save the current workbook or open the Save As menu is the file has not previously been saved. |
| **Ctrl + W** | Close the current workbook. |
| **Ctrl + Z** | Undo the last command or action. |
| **Ctrl + ;** | Enters the current date into the active cell. |
| **Ctrl + Shift + :** | Enters the current time into the active cell. |

# Pivot Tables

# How To Excel

These shortcuts are for pivot tables. You can also use some of the shortcuts found in the Table and Filters section with the filters found in your pivot tables.

| | |
|---|---|
| **F1** | Create a pivot chart in a new sheet based on the selected data. |
| **Alt + F1** | Create a pivot chart in the same sheet based on the selected data. |
| **Alt + Shift + Right** | Group selected items in the pivot table. |
| **Alt + Shift + Left** | Ungroup selected items in the pivot table. |
| **Ctrl + -** | Hide the selected item in the pivot table (remove from filter). |
| **Ctrl + Shift + +** | Opens the Insert Calculated Field dialog box (using + from top row). |

# Selecting Cells in the Worksheet

Shortcuts for selecting cells or ranges in your worksheet.

| | |
|---|---|
| **F5** | Opens the Go To window to select a range or range name. |
| **F8** | Enters the extend selection mode. Press F8 again to exit the mode. |
| **Ctrl + /** | Select the array containing the active cell. |
| **Ctrl + \** | Select the cells in a row that don't match the formula or value in the active cell. |
| **Ctrl + A** | Selects the entire worksheet. |
| **Ctrl + G** | Opens the Go To window to select a range or range name. |

# How To Excel

| | |
|---|---|
| **Ctrl + Space Bar** | Selects the entire column or columns of the selected range. |
| **Shift + Back Space** | Collapse the selected range to just the active cell in the range. |
| **Shift + Down** | Expands the selected range down. |
| **Shift + F8** | Enters the add selection mode. Press Shift + F8 again to exit the mode. |
| **Shift + Home** | Selects a range from the active cell to the start of the row. |
| **Shift + Left** | Expands the selected range left. |
| **Shift + Page Down** | Expands the selected range down one screen. |
| **Shift + Page Up** | Expands the selected range up one screen. |
| **Shift + Right** | Expands the selected range right. |
| **Shift + Space Bar** | Selects the entire row or rows of the selected range. |
| **Shift + Up** | Expands the selected range up. |
| **Ctrl + Shift + *** | Selects all data around the active cell. |
| **Ctrl + Shift + End** | Expands the selected range to the bottom right most used cell in the worksheet. |
| **Ctrl + Shift + Home** | Expands the selected range to the top left most cell in the worksheet. |
| **Ctrl + Shift + Space Bar** | Selects the entire worksheet. |

# Special Symbols

Excel has a ton of special characters that can be accessed from Insert > Symbols in the ribbon. If you use some of these frequently, it's worth remembering the shortcut for them. Hold Alt, type the number sequence

and then release Alt. This is not even close to the complete list. Try any 4 number combination and see what it results in.

| | |
|---|---|
| **Alt + 0149** | Insert a • symbol. |
| **Alt + 0153** | Insert a ™ symbol. |
| **Alt + 0167** | Insert a § symbol. |
| **Alt + 0169** | Insert a © symbol. |
| **Alt + 0181** | Insert a µ symbol. |
| **Alt + 0188** | Insert a ¼ symbol. |
| **Alt + 0189** | Insert a ½ symbol. |
| **Alt + 0190** | Insert a ¾ symbol. |

# Tables and Filters

A selection of shortcuts for working with tables and filters.

| | |
|---|---|
| **Down** | Select the next item in the AutoFilter menu. |
| **End** | Select the last item in the AutoFilter list. |
| **Home** | Select the first item in the AutoFilter list. |
| **Left** | Return to the main menu when in a submenu. |
| **Right** | Open submenu while on items with a submenu. |
| **Space Bar** | Check or uncheck items in the AutoFilter list. |
| **Tab** | Select the next item in the AutoFilter menu. |
| **Up** | Select the previous item in the AutoFilter menu. |

# How To Excel

| | |
|---|---|
| **Alt + Down** | Display AutoFilter list when on column headings with filters. |
| **Alt + Up** | Close the AutoFilter list if it's open. |
| **Ctrl + T** | Insert a table. |
| **Shift + Tab** | Select the previous item in the AutoFilter menu. |
| **Alt + A + C** | Clear all Filters from the table or filtered data range. |
| **Alt + Down + C** | Clear Filters from the column. |
| **Alt + Down + E** | Open AutoFilter menu to the search box. |
| **Alt + Down + F** | Open the Test Filter submenu for the selected column. |
| **Alt + Down + I** | Open the filter by colour submenu for the selected column. |
| **Alt + Down + O** | Sort Z to A in the selected column. |
| **Alt + Down + S** | Sort A to Z in the selected column. |
| **Alt + Down + T** | Open the sort by colour submenu for the selected column. |
| **Alt + Shift + Down** | Display AutoFilter list when in any cell of a table with filters. |
| **Ctrl + Alt + L** | Refreshes the active filter so that changes made to the data is included in filter results. |
| **Ctrl + Shift + L** | Toggle filters on or off in a table or range. |
| **Ctrl + Shift + T** | Toggle the total row on or off in a table. |

# Working with Rows and Columns

Shortcuts to hide, unhide, delete and insert rows or columns in your worksheet.

# 💡 How To Excel

| | |
|---|---|
| **Ctrl + 0** | Hides the column(s) of the active cell or selected range. |
| **Ctrl + 8** | Toggle between show and hide outlines in the workbook (Data tab > Outline group). |
| **Ctrl + 9** | Hides the row(s) of the active cell or selected range. |
| **Ctrl + -** | Delete row(s) based on the selected range. |
| **Ctrl + +** | Insert row(s) based on the selected range. Only works with + in number keypad. |
| **Ctrl + Shift + (** | Unhides rows in the selected range. |
| **Ctrl + Shift + )** | Unhides columns in the selected range. |
| **Ctrl + Shift + +** | Open Insert dialog box when range that isn't a full row or column is selected, otherwise inserts the row or column selected. Only works with the + in the top row numbers. |
| **Alt + Shift + Left** | Ungroup rows or columns. |
| **Alt + Shift + Right** | Group rows or columns. |

# Visual Basic Editor

This is the complete list of visual basic keyboard shortcuts. Some of these will be very familiar like Ctrl + C and Ctrl + V will still copy and paste respectively. But some are quite different than their Excel counterpart, for example Ctrl + Y will not redo the last undone command but instead will cut the entire line of code at the cursors current position.

| Tab | Add one level of indentation to a highlighted block of code. |
|---|---|
| Back Space | Deletes one character to the left of the cursor. |
| Enter | Create a new line |
| Insert | Toggle insert mode on or off |
| Delete | Deletes one character to the right of the cursor. |
| Home | Move the cursor to the beginning of the current line. |
| End | Move the cursor to the end of the current line. |
| Page Up | Move the viewable area of the module up one page |
| Page Down | Move the viewable area of the module down one page |
| Up | Move the cursor up one line |
| Down | Move the cursor down one line |
| Left | Move the cursor one character to the left |
| Right | Move the cursor one character to the right |
| F1 | Open visual basic editor help |
| F2 | Open the visual basic object browser |
| F3 | Perform the Find Next command |
| F4 | Open the Properties window |
| F5 | Run the current procedure. |
| F6 | Move the cursor between split windows |
| F7 | Go to Code window |
| F8 | Step into code<br>Equivalent to Debug > Step Into |
| F9 | Toggle code breakpoints on or off<br>Equivalent to Debug > Toggle Breakpoint |

| | |
|---|---|
| **F10** | Activate focus on the menu bar. Select different menu headings with left or right keys and open a menu with the down key. |
| **Alt + A** | Open the Add-Ins menu |
| **Alt + D** | Open the Debug menu |
| **Alt + E** | Open the Edit menu |
| **Alt + F** | Open the File menu |
| **Alt + H** | Open the Help menu |
| **Alt + J** | Open the Insert menu |
| **Alt + O** | Open the Format menu |
| **Alt + Q** | Close the visual basic editor. |
| **Alt + R** | Open the Run menu |
| **Alt + T** | Open the Tools menu |
| **Alt + V** | Open the View menu |
| **Alt + W** | Open the Window menu |
| **Alt + F4** | Close the visual basic editor. |
| **Alt + F5** | Run Error Handler |
| **Alt + F6** | Switch Between Last 2 Windows |
| **Alt + F7** | Step Error Handler |
| **Alt + F11** | Switch between the visual basic editor and Excel. |
| **Alt + Tab** | Cycle through all open Windows applications |
| **Alt + Space Bar** | Open visual basic editor system menu |
| **Alt + Back Space** | Undo the last command |
| **Ctrl + A** | Select all text in the current module |
| **Ctrl + C** | Copy the current selection |
| **Ctrl + E** | Export the currently selected module. |
| **Ctrl + F** | Open the Find dialog box |
| **Ctrl + G** | Open the Immediate window |
| **Ctrl + H** | Open the Replace dialog box |

# How To Excel

| | |
|---|---|
| **Ctrl + I** | Display Quick Info for object selected |
| **Ctrl + J** | Show a list of available properties or methods Equivalent to Edit > List Properties/Methods |
| **Ctrl + J** | Bring object to front when creating a user form |
| **Ctrl + K** | Send object to back when creating a user form |
| **Ctrl + L** | Equivalent to View > Call Stack |
| **Ctrl + M** | Import a module file Equivalent to File > Import File… |
| **Ctrl + N** | Create a new line |
| **Ctrl + P** | Open the Print VBAProject dialog box |
| **Ctrl + R** | Open the Project window |
| **Ctrl + S** | Save the current project. |
| **Ctrl + T** | Open the Components dialog box |
| **Ctrl + V** | Paste the last item copied to your clipboard |
| **Ctrl + W** | Equivalent to Debug > Edit Watch |
| **Ctrl + X** | Cut the current selection |
| **Ctrl + Y** | Cut the entire current line |
| **Ctrl + Z** | Undo the last command |
| **Ctrl + F2** | Activate focus to the object selection drop down |
| **Ctrl + F4** | Close current window |
| **Ctrl + F8** | Equivalent to Debug > Run To Cursor |
| **Ctrl + F9** | Equivalent to Debug > Set Next Statement |
| **Ctrl + F10** | Activate focus on the menu bar. Select different menu headings with left or right keys and open a menu with the down key. |
| **Ctrl + Tab** | Cycle through all open visual basic windows |
| **Ctrl + Space Bar** | Auto complete current word |
| **Ctrl + Back Space** | Delete one word to the left of the cursor |
| **Ctrl + Insert** | Copy the current selection |

| | |
|---|---|
| **Ctrl + Delete** | Delete one word to the right of the cursor |
| **Ctrl + Home** | Move the cursor to the start of the current module |
| **Ctrl + End** | Move the cursor to the end of the current module |
| **Ctrl + Page Up** | Move the cursor to the start of the current procedure |
| **Ctrl + Page Down** | Move the cursor to the end of the current procedure |
| **Ctrl + Up** | Move the cursor to the previous procedure |
| **Ctrl + Down** | Move the cursor to the next procedure |
| **Ctrl + Left** | Move the cursor to the left by one word |
| **Ctrl + Right** | Move the cursor to the right by one word |
| **Shift + F2** | Go to variable declaration or object definition |
| **Shift + F3** | Find previous item from the cursor for the last item searched |
| **Shift + F4** | Find next item from the cursor for the last item searched |
| **Shift + F8** | Equivalent to Debug > Step Over |
| **Shift + F9** | Equivalent to Debug > Quick Watch |
| **Shift + F10** | Equivalent to right click to show menu |
| **Shift + Tab** | Remove one level of indentation from a highlighted block of code. |
| **Shift + Insert** | Paste the last item copied to your clipboard |
| **Shift + Home** | Select from the cursor to the start of the current line |
| **Shift + End** | Select from the cursor to the end of the current line |
| **Shift + Page Up** | Select from the cursor to the top of the module |

| | |
|---|---|
| **Shift + Page Down** | Select from the cursor to the bottom of the module |
| **Shift + Up** | Extend the current selection up one line |
| **Shift + Down** | Extend the current selection down one line |
| **Shift + Left** | Extend the current selection to the left by one character |
| **Shift + Right** | Extend the current selection to the left by one character |
| **Ctrl + Shift + I** | Equivalent to Edit > Parameter Info |
| **Ctrl + Shift + J** | Equivalent to Edit > List Constants |
| **Ctrl + Shift + F2** | Move the cursor to its previous position |
| **Ctrl + Shift + F8** | Equivalent to Debug > Step Out |
| **Ctrl + Shift + F9** | Equivalent to Debug > Clear All Breakpoints |

# That's a lot of shortcuts!