



Frequently Used

Key	Function to
F1	Open Help
F3	Find Item
F7	Spell check
esc	Close Window or Menu
ctrl + O	Open Workbook
ctrl + N	New File
ctrl + S	Save
F12	Save as
ctrl + Z	Undo previous action
ctrl + Y	Redo action
ctrl + C	Copy
ctrl + V	Paste
ctrl + P	Print
ctrl + F	Find
ctrl + H	Find and Replace

Ribbon

Key	Function to
alt + H	Open Home tab
alt + F	Open File menu
alt + Q	Move to Tell me or Search
alt + N	Open Insert tab
alt + M	Open Formulas tab
alt + P	Open Layout tab
ctrl + A	Open Data tab
alt + R	Open Review tab
alt + W	Open View tab
ctrl + F1	Expand/Collapse ribbon
shift + F10	Open Context menu
shift + F7	Open the Thesaurus

Navigation

Key	Function to
page up	Up one Screen
page down	Down one Screen
ctrl + ←	Move to left edge of range
ctrl + →	Move to right edge of range
ctrl + ↑	Move to top edge of range
ctrl + ↓	Move to bottom edge of range
ctrl + home	To Cell A1
ctrl + end	To last Cell
home	Beginning of Row
end	Turn End Mode on
F5	Open Go To Box
ctrl + F	Open Navigation pane
F2	Edit Cell

Insert

Key	Function to
ctrl + shift + +	Insert Row/Column
ctrl + -	Delete Row/Column
shift + F3	Insert Function
shift + F2	Insert Comment
ctrl + ;	Insert Current Date
ctrl + :	Insert Current Time
ctrl + K	Insert Hyperlink
ctrl + T	Create Table
ctrl + Q	Display Quick Analysis options

Selecting

Key	Function to
ctrl + A	Select All
ctrl + space	Select Column
shift + space	Select Row
alt + W F C	Freeze first Column
alt + W F R	Freeze first Row
alt + W F F	Freeze selected Rows & Columns
ctrl + 9	Hide selected Row
ctrl + 0	Hide selected Column

Formatting

Key	Function to
ctrl + shift + F	Open Format Cells Dialog
ctrl + shift + P	Display the Font Dialog box
ctrl + shift + ~	Apply General format
ctrl + shift + @	Apply Time format
ctrl + shift + #	Apply Date format
ctrl + shift + \$	Apply Currency format
ctrl + shift + !	Apply Number format
ctrl + shift + %	Apply Percentage format
ctrl + shift + 7	Add Border
ctrl + shift + _	Remove Border
ctrl + shift + L	Apply Data Filter

Workbook & Worksheet

Key	Function to
alt + shift + F1	Insert Sheet
alt + E L	Delete Sheet
ctrl + page up/down	Swap Sheet
alt + tab	Next workbook
shift + F9	Calculate active Worksheet
F9	Calculate all Worksheets
ctrl + page up	Move to previous Worksheet
ctrl + page down	Move to next Worksheet
ctrl + F5	Refresh Data in current Worksheet
ctrl + alt + F5	Refresh all Data in current Workbook
ctrl + shift + G	Display Workbook Statistics dialog
ctrl + W	Close Workbook

Formulas & Others

Key	Function to
alt + =	Auto-sum
F4	Repeats last Action
ctrl + alt + enter	Enter Array formula
ctrl + shift + A	Enter Function arguments
ctrl + \	Display formulas
ctrl + [Select cells formula is based on
alt + F11	Open VBA Editor
alt + F8	Open Macro dialog
ctrl + A	Open Arguments dialog
ctrl + E	Use Flash fill
alt + F1	Create Chart of selected range
alt + ↓	Show Auto-complete list

Power Pivot

Key	Function to
shift + F10	Open Context menu
ctrl + A	Select entire Table
ctrl + C	Copy selected Table
ctrl + D	Delete Table
ctrl + M	Move Table
ctrl + R	Rename Table
alt + ↓	Open AutoFilter dialog