

Reading: Excel Keyboard Shortcuts

Estimated time needed: n/a

The table below lists keyboard shortcuts for some of the most common Excel tasks.

Close a workbook Ctrl+O Save a workbook Ctrl+S Copy Ctrl+C Cut Ctrl+X Paste Ctrl+V Undo Ctrl+Z Remove cell contents Delete Bold Ctrl+B Open context menu Shift+F10 Expand or collapse the ribbon Ctrl+F1 Move up one cell in the worksheet Up arrow key Move down one cell in the worksheet Down arrow key Move one cell right in the worksheet Right arrow key Move to the edge of the current data region in the worksheet (e.g. end of column) Ctrl+Arrow key (e.g. Ctrl+Down arrow) Move to the last cell on a worksheet Ctrl+End Move to the beginning of a worksheet Ctrl+Home Extend the selection of cells to the last used cell on a worksheet (lower right corner) Ctrl+Shift+End Move one screen down in a worksheet Page Down Move one screen up in a worksheet Page Down	Task	Shortcut
Save a workbook Ctrl+S Copy Ctrl+C Cut Cut Cut Cut Paste Ctrl+V Undo Ctrl+V Undo Ctrl+Z Remove cell contents Delete Bold Ctrl+B Open context menu Expand or collapse the ribbon Ctrl+F1 Move up one cell in the worksheet Up arrow key Move down one cell in the worksheet Move one cell left in the worksheet Move one cell left in the worksheet Ctrl+End Move to the edge of the current data region in the worksheet (e.g. end of column) Move to the last cell on a worksheet Ctrl+End Move to the beginning of a worksheet Extend the selection of cells to the last used cell on a worksheet (lower right corner) Move to the cell in the upper-left corner of the window (when Scroll Lock is On) Home+Scroll Lock Move one screen down in a worksheet Page Down	Close a workbook	Ctrl+W
Copy Cut Ctrl+C Cut Ctrl+X Paste Ctrl+V Undo Ctrl+Z Remove cell contents Delete Bold Ctrl+B Open context menu Shift+F10 Expand or collapse the ribbon Ctrl+F1 Move up one cell in the worksheet Up arrow key Move down one cell in the worksheet Down arrow key Move one cell left in the worksheet Right arrow key Move to the edge of the current data region in the worksheet (e.g. end of column) Move to the last cell on a worksheet Extend the selection of cells to the last used cell on a worksheet (lower right corner) Move to the cell in the upper-left corner of the window (when Scroll Lock is On) Home+Scroll Lock Move one screen down in a worksheet Page Down	Open a workbook	Ctrl+O
Cut Paste Ctrl+V Undo Ctrl+Z Remove cell contents Delete Bold Ctrl+B Open context menu Shift+F10 Expand or collapse the ribbon Ctrl+F1 Move up one cell in the worksheet Up arrow key Move down one cell in the worksheet Down arrow key Move one cell right in the worksheet Right arrow key Move to the edge of the current data region in the worksheet (e.g. end of column) Move to the last cell on a worksheet Ctrl+End Move to the beginning of a worksheet Extend the selection of cells to the last used cell on a worksheet (lower right corner) Move to the cell in the upper-left corner of the window (when Scroll Lock is On) Move one screen down in a worksheet Page Down	Save a workbook	Ctrl+S
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Move down one cell in the worksheet Move one cell left in the worksheet Left arrow key Move one cell right in the worksheet Right arrow key Move to the edge of the current data region in the worksheet (e.g. end of column) Move to the last cell on a worksheet Ctrl+End Move to the beginning of a worksheet Extend the selection of cells to the last used cell on a worksheet (lower right corner) Move to the cell in the upper-left corner of the window (when Scroll Lock is On) Home+Scroll Lock Move one screen down in a worksheet Page Down	Expand or collapse the ribbon	Ctrl+F1
Move one cell left in the worksheet Move one cell right in the worksheet Right arrow key Move to the edge of the current data region in the worksheet (e.g. end of column) Ctrl+Arrow key (e.g. Ctrl+Down arrow) Move to the last cell on a worksheet Ctrl+End Move to the beginning of a worksheet Extend the selection of cells to the last used cell on a worksheet (lower right corner) Move to the cell in the upper-left corner of the window (when Scroll Lock is On) Home+Scroll Lock Move one screen down in a worksheet Page Down	Move up one cell in the worksheet	Up arrow key
Move one cell right in the worksheet Right arrow key Move to the edge of the current data region in the worksheet (e.g. end of column) Move to the last cell on a worksheet Ctrl+End Move to the beginning of a worksheet Ctrl+Home Extend the selection of cells to the last used cell on a worksheet (lower right corner) Move to the cell in the upper-left corner of the window (when Scroll Lock is On) Home+Scroll Lock Move one screen down in a worksheet Page Down	Move down one cell in the worksheet	Down arrow key
Move to the edge of the current data region in the worksheet (e.g. end of column) Ctrl+Arrow key (e.g. Ctrl+Down arrow) Move to the last cell on a worksheet Ctrl+End Ctrl+Home Extend the selection of cells to the last used cell on a worksheet (lower right corner) Ctrl+Shift+End Move to the cell in the upper-left corner of the window (when Scroll Lock is On) Home+Scroll Lock Move one screen down in a worksheet Page Down	Move one cell left in the worksheet	Left arrow key
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Move to the beginning of a worksheet Extend the selection of cells to the last used cell on a worksheet (lower right corner) Ctrl+Shift+End Move to the cell in the upper-left corner of the window (when Scroll Lock is On) Home+Scroll Lock Move one screen down in a worksheet Page Down	Move to the edge of the current data region in the worksheet (e.g. end of column)	Ctrl+Arrow key (e.g. Ctrl+Down arrow)
Extend the selection of cells to the last used cell on a worksheet (lower right corner) Ctrl+Shift+End Move to the cell in the upper-left corner of the window (when Scroll Lock is On) Home+Scroll Lock Move one screen down in a worksheet Page Down	Move to the last cell on a worksheet	Ctrl+End
Move to the cell in the upper-left corner of the window (when Scroll Lock is On) Home+Scroll Lock Move one screen down in a worksheet Page Down	Move to the beginning of a worksheet	Ctrl+Home
Move one screen down in a worksheet Page Down	Extend the selection of cells to the last used cell on a worksheet (lower right corner)	Ctrl+Shift+End
	Move to the cell in the upper-left corner of the window (when Scroll Lock is On)	Home+Scroll Lock
Move one screen up in a worksheet Page Up	Move one screen down in a worksheet	Page Down
	Move one screen up in a worksheet	Page Up

Task	Shortcut
Move one screen to the right in a worksheet	Alt+Page Down
Move one screen to the left in a worksheet	Alt+Page Up
Move to the next sheet in a workbook	Ctrl+Page Down
Move to the previous sheet in a workbook	Ctrl+Page Up
Edit the active cell and put the cursor at the end of the cell's contents	F2
Enter the current time	Ctrl+Shift+colon (:)
Enter the current date	Ctrl+semi-colon (;)

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Changelog

Date	Version	Changed by	Change Description
2020-10-23	1.0	Steve Ryan	Initial version created

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