Microsoft

50 time-saving keyboard shortcuts in Excel for Windows
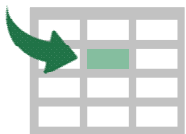
Frequently used shortcuts
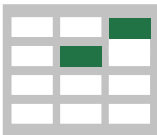
Action	Shortcut	Action	Shortcut
Close a spreadsheet.	Ctrl + W	Undo.	Ctrl + Z
Open a spreadsheet.	Ctrl + O	Cut.	Ctrl + X
Save a spreadsheet.	Ctrl + S	Delete column.	Alt + H,D, then C
Copy.	Ctrl + C	Go to Formula tab.	Alt + M
Paste.	Ctrl + V	Go to Home tab.	Alt + H

Navigate in cells

| Action	Shortcut	Action	Shortcut
Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.	Tab	Extend the selection of cells to the last used cell on the worksheet (lower-right corner).	Ctrl + Shift + End
Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.	Ctrl + End	Move one screen up in a worksheet.	Page Up
Move to the beginning of a worksheet.	Ctrl + Home	Move one screen down in a worksheet.	Page Down
Move to the next sheet in a workbook.	Ctrl + Page Down	Move one screen to the right in a worksheet.	Alt + Page Down
Move to the previous sheet in a workbook.	Ctrl + Page Up	Move one screen to the left in a worksheet.	Alt + Page Up
Move to the edge of the current data region in a worksheet.	Ctrl + Arrow Key	Move to the previous cell in a worksheet or the previous option in a dialog box.	Shift + Tab

Format in cells

Action	Shortcut	Action	Shortcut
Format a cell by opening the Format Cells dialog box.	Ctrl + 1	Edit the active cell and put the insertion point at the end of its contents.	F2
Add or edit a cell Note.	Shift + F2	Open the Insert dialog box to insert blank cells.	Ctrl + Shift + Plus (+)
Display the Create Table dialog box.	Ctrl + L or Ctrl + T	Open the Delete dialog box to delete selected cells.	Ctrl + Minus (-)
Enter the current time.	Ctrl + Shift + Colon (:)	Enter the current date.	Ctrl + Semi-colon (;)
Switch between displaying cell values or formulas in the worksheet.	Ctrl + Grave accent (`)	Open the Paste Special dialog box.	Ctrl + Alt + V
Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.	Ctrl + D	Use the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.	Ctrl + R
Apply the Percentage format with no decimal places.	Ctrl + Shift + Percent (%)	Apply the Scientific number format with two decimal places.	Ctrl + Shift + Caret (^)
Apply the Date format with the day, month, and year.	Ctrl + Shift + Number sign (#)	Apply the Time format with the hour and minute, and AM or PM.	Ctrl + Shift + At sign (@)
Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	Ctrl + Shift + Exclamation point (!)	Create or edit a hyperlink.	Ctrl + K
Check spelling in the active worksheet or selected range.	F7	Display the Quick Analysis options for selected cells that contain data.	Ctrl + Q

Make selections and perform actions
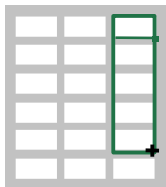
Action	Shortcut	Action	Shortcut
Select the entire worksheet.	Ctrl + A or Ctrl + Shift + Spacebar	Extend the selection of cells by one cell.	Shift + Arrow Key
Start a new line in the same cell.	Alt + Enter	Fill the selected cell range with the current entry.	Ctrl + Enter
Select an entire column in a worksheet.	Ctrl + Spacebar	Select an entire row in a worksheet.	Shift + Spacebar
Repeat the last command or action.	Ctrl + Y	Undo the last action.	Ctrl + Z