

Frequent Shortcuts

Add borders	Ctrl Shift &	⌘ ⇧ 0
Add or remove filter	Ctrl Shift L	⌘ ⇧ F
Bold	Ctrl B	⌘ B
Center align cell contents	Alt H A C	⌘ E
Choose a fill color	Alt H H	
Close workbook	Ctrl W	⌘ W
Copy	Ctrl C	⌘ C
Cut	Ctrl X	⌘ X
Delete column	Ctrl -	⌘ -
Display find and replace (find)	Ctrl F	⌘ F
Display find and replace (replace)	Ctrl H	^ H
Find next match	Shift F4	⌘ G
Find previous match	Ctrl Shift F4	⌘ ⇧ G
Hide selected columns	Ctrl 0	^ 0
Hide selected rows	Ctrl 9	^ 9
Left align cell contents	Alt H A L	⌘ L
New workbook	Ctrl N	⌘ N
Open context menu	Shift F10	Fn ⇧ F10
Open workbook	Ctrl O	⌘ O
Paste	Ctrl V	⌘ V
Print	Ctrl P	⌘ P
Remove cell contents	Delete	Fn Delete
Right align cell contents	Alt H A R	⌘ R
Save workbook	Ctrl S	⌘ S
Undo	Ctrl Z	⌘ Z
Unhide columns	Ctrl Shift 0	^ ⇧ 0

Unhide rows	Ctrl Shift 9	^ ↑ 9
Zoom in	Ctrl Alt +	⌘ ⌘ +
Zoom out	Ctrl Alt -	⌘ ⌘ -

Inside the Ribbon

Activate selected button	Space	Space
Expand / collapse the ribbon	Ctrl F1	⌘ ⌘ R
Move to left command	Shift Tab	↑ Tab
Move to right command	Tab	Tab
Move to submenu when a main menu is open	←	←
Move to the next command in open menu	↓	↓
Open a context menu	Shift F10	Fn ↑ F10
Open the list for selected command	↓	↓
Open the menu for selected button	Alt ↓	⌘ ↓
Select active tab and activate access keys	Alt	
Select active tab and activate access keys	F10	

Cell Navigation

Cycle through text boxes / images	Ctrl Alt 5	
Enter the End mode	End	Fn →
Exit navigation of text boxes / images	Esc	Esc
Extend selection of cells to last used cell	Ctrl Shift End	Fn ^ ↑ →
Move one cell down	↓	↓
Move one cell left	←	←
Move one cell right	→	→
Move one cell up	↑	↑
Move one screen down in worksheet	PgDn	Fn ↓
Move one screen left in worksheet	Alt PgUp	Fn ⌘ ↑
Move one screen right in worksheet	Alt PgDn	Fn ⌘ ↓

Move one screen up in a worksheet	PgUp	Fn ↑
Move to beginning of a worksheet	Ctrl Home	Fn ^ ←
Move to bottom edge of data region	Ctrl ↓	^ ↓
Move to cell in the upper left corner	Home ScrLk	Fn ^ ←
Move to last cell on a worksheet	Ctrl End	Fn ^ →
Move to left edge of data region	Ctrl ←	^ ←
Move to next cell to the right	Tab	Tab
Move to next sheet in workbook	Ctrl PgDn	Fn ^ ↓
Move to previous sheet in workbook	Ctrl PgUp	Fn ^ ↑
Move to right edge of data region	Ctrl →	^ →
Move to the previous cell	Shift Tab	⇧ Tab
Move to top edge of data region	Ctrl ↑	^ ↑
Open list of choices on a cell	Alt ↓	⇧ ↓
Show Go To Dialog	Ctrl G	^ G

Formatting Cells

Apply Currency format	Ctrl Shift \$	^ ⇧ \$
Apply Date format	Ctrl Shift #	^ ⇧ #
Apply General format	Ctrl Shift ~	^ ⇧ ~
Apply Number format	Ctrl Shift !	^ ⇧ !
Apply or remove bold formatting	Ctrl B	⌘ B
Apply or remove italic formatting	Ctrl I	⌘ I
Apply or remove strikethrough formatting	Ctrl 5	⌘ ⇧ X
Apply or remove underline	Ctrl U	⌘ U
Apply outline border to cells	Ctrl Shift &	⌘ ⇧ 0
Apply Percentage format	Ctrl Shift %	^ ⇧ %
Apply Scientific format	Ctrl Shift ^	^ ⇧ ^
Apply Time format	Ctrl Shift @	^ ⇧ @

Check spelling	F7	Fn F7
Copy formula from above cell	Ctrl '	^ '
Copy selected cells	Ctrl C	⌘ C
Cut selected cells	Ctrl X	⌘ X
Display the Quick Analysis options	Ctrl Q	
Edit active cell	F2	^ U
Enter current date	Ctrl ;	^ ;
Enter current time	Ctrl Shift ;	⌘ ;
Fill down from cell above	Ctrl D	^ D
Fill right from cell left	Ctrl R	^ R
Format fonts in Format Cells dialog	Ctrl Shift F	^ ⬆ F
Insert a note	Shift F2	Fn ⬆ F2
Insert Table	Ctrl T	^ T
Insert threaded comment	Ctrl Shift F2	
Open and edit a note	Shift F2	Fn ⬆ F2
Open and reply to threaded comment	Ctrl Shift F2	
Open Delete dialog to delete cells	Ctrl -	⌘ -
Open Format Cells dialog	Ctrl 1	⌘ 1
Open Insert dialog to insert cells	Ctrl Shift +	⌘ ⬆ +
Open Paste Special dialog	Ctrl Alt V	^ ⌘ V
Open the Insert hyperlink dialog	Ctrl K	⌘ K
Paste selected cells	Ctrl V	⌘ V
Remove outline border to selected cells	Ctrl Shift _	⌘ ⇄ _
Show or hide objects	Ctrl 6	^ 6
Show or hide outline symbols	Ctrl 8	^ 8
Toggle formulas on and off	Ctrl `	^ `

Making Selections

Complete cell entry and select above cell	Shift Enter	⇧ Return
Extend cell selection downwards	Shift ↓	⇧ ↓
Extend cell selection to the left	Shift ←	⇧ ←
Extend cell selection to the right	Shift →	⇧ →
Extend cell selection to top	Ctrl Shift Home	Fn ^ ⇧ ←
Extend cell selection upwards	Shift ↑	⇧ ↑
Extend selection to last bottom cell	Ctrl Shift ↓	^ ⇧ ↓
Extend selection to last left cell	Ctrl Shift ←	^ ⇧ ←
Extend selection to last right cell	Ctrl Shift →	^ ⇧ →
Extend selection to last top cell	Ctrl Shift ↑	^ ⇧ ↑
Fill selected cell range with the current entry	Ctrl Enter	^ Return
Repeat last action	Ctrl Y	⌘ Y
Select all objects when an object is selected	Ctrl Shift Space	
Select current and next worksheet	Ctrl Shift PgDn	
Select current and previous worksheet	Ctrl Shift PgUp	
Select current array	Ctrl /	^ /
Select current region around the cell	Ctrl Shift *	⇧ ^ Space
Select differences in column	Ctrl Shift	^ ⇧
Select differences in row	Ctrl \	^ \
Select entire column	Ctrl Space	^ Space
Select entire row	Shift Space	⇧ Space
Select entire worksheet	Ctrl A	⌘ A
Select first command on menu	Home	Fn ←
Select only visible cells	Alt ;	⌘ ⇧ Z
Start a new line	Alt Enter	^ ⌘ Return
Toggle add to selection mode	Shift F8	Fn ⇧ F8
Toggle extend mode	F8	Fn F8

Undo last action	Ctrl Z	⌘ Z
Working with Formulas		
Autosum selection of cells	Alt =	⌘ ⇧ T
Calculate active worksheet	Shift F9	Fn ⇧ F9
Calculate all worksheets	F9	Fn F9
Cancel entry in formula bar	Esc	Esc
Check your formula	F9	Fn F9
Complete entry in formula bar	Enter	Return
Copy the value from the cell above	Ctrl Shift "	^ ⇧ "
Create chart in a new sheet	F11	Fn F11
Create embedded chart	Alt F1	Fn ⌘ F1
Define name for references	Ctrl F3	Fn ^ F3
Display function arguments dialog	Ctrl A	^ A
Display message for error checking button	Alt Shift F10	
Edit active cell	F2	^ U
Expand or collapse formula bar	Ctrl Shift U	^ ⇧ U
Force Calculate all worksheets	Ctrl Alt F9	
Input array formula	Ctrl Shift Enter	^ ⇧ Return
Insert a function	Shift F3	Fn ⇧ F3
Insert function arguments	Ctrl Shift A	^ ⇧ A
Invoke Flash Fill	Ctrl E	
Move to end of text when in the formula bar	Ctrl End	Fn ^ →
Move to next record of data form	Enter	Return
Open macro dialog	Alt F8	Fn ⌘ F8
Open Visual Basic For Applications (VBA) Editor	Alt F11	Fn ⌘ F11
Paste a name	F3	
Select text in formula bar to end	Ctrl Shift End	Fn ^ ⇧ →

Toggle absolute or relative references	F4	⌘ T
Ribbon Tabs		
Go to Search field	Alt Q	
Open Data tab	Alt A	
Open File page	Alt F	
Open Formulas tab	Alt M	
Open Home tab	Alt H	
Open Insert tab	Alt N	
Open Page Layout tab	Alt P	
Open Review tab	Alt R	
Open View tab	Alt W	
Power Pivot		
Cancel process or close dialog	Ctrl Esc	
Copy selected data	Ctrl C	⌘ C
Delete table	Ctrl D	^ D
Move table	Ctrl M	
Move to first cell in table	Ctrl Home	Fn ^ ←
Move to first cell of row	Ctrl ←	^ ←
Move to last cell in table	Ctrl End	Fn ^ →
Move to last cell of row	Ctrl →	^ →
Move to next table	Ctrl PgDn	Fn ^ ↓
Move to previous table	Ctrl PgUp	Fn ^ ↑
Move to the first cell of column	Ctrl ↑	^ ↑
Move to the last cell of column	Ctrl ↓	^ ↓
Open AutoFilter Menu dialog	Alt ↓	⌘ ↓
Open Go To dialog	F5	Fn F5
Recalculate all formulas	F9	Fn F9
Redo last action	Ctrl Y	⌘ Y

Rename table	Ctrl R	^ R
Save file	Ctrl S	⌘ S
Select cells to first column cell	Shift PgDn	Fn ⬆ ⬇
Select cells to first row cell	Shift Home	Fn ⬆ ⬅
Select cells to last column cell	Shift PgUp	Fn ⬆ ⬆
Select cells to last row cell	Shift End	Fn ⬆ ➡
Select current column	Ctrl Space	^ Space
Select current row	Shift Space	⬆ Space
Select entire table	Ctrl A	⌘ A
Undo last action	Ctrl Z	⌘ Z
Function Keys		
Add non-adjacent cell to a selection	Shift F8	Fn ⬆ F8
Add or update cell note	Shift F2	Fn ⬆ F2
Calculate all worksheets	F9	Fn F9
Calculates active worksheet	Shift F9	Fn ⬆ F9
Close Excel	Alt F4	⌘ Q
Close workbook window	Ctrl F4	⌘ W
Create chart of the selected range	F11	Fn F11
Display message for error checking button	Alt Shift F10	
Display shortcut menu	Shift F10	Fn ⬆ F10
Edit the active cell	F2	^ U
Force calculate all worksheets	Ctrl Alt F9	
Insert new worksheet	Alt Shift F1	Fn ⬆ F11
Insert new worksheet	Shift F11	Fn ⬆ F11
Maximize workbook	Ctrl F10	Fn ^ F10
Minimize workbook	Ctrl F9	⌘ M
Open Excel Help	F1	⌘ /

Open Go To dialog	F5	Fn F5
Open Insert Function dialog	Shift F3	Fn ↑ F3
Open Macro dialog	Alt F8	Fn ⇧ F8
Open Paste Name dialog	F3	
Open print preview	Ctrl F2	⌘ P
Open Save As dialog	F12	⌘ ↑ S
Open Spelling dialog	F7	Fn F7
Open Thesaurus	Shift F7	Fn ↑ F7
Open VBA Editor	Alt F11	Fn ⇧ F11
Perform moving of window	Ctrl F7	
Perform resizing of window	Ctrl F8	
Repeat last action	F4	⌘ Y
Restore window size of workbook	Ctrl F5	
Show or hide ribbon	Ctrl F1	⌘ ⇧ R
Switch panes	F6	Fn F6
Switch panes in reverse	Shift F6	Fn ↑ F6
Switch to next workbook	Ctrl F6	^ Tab
Toggle extend mode	F8	Fn F8
Toggle key tips	F10	

Drag and Drop

Drag and copy	Ctrl Drag	⇧ Drag
Drag and cut	Drag	Drag
Drag and insert	Shift Drag	↑ Drag
Drag and insert copy	Ctrl Shift Drag	⇧ ↑ Drag
Drag selection to worksheet	Alt Drag	⌘ Drag
Drag to duplicate the worksheet	Ctrl Drag	⇧ Drag

Macros and VBA

Autocomplete code	Ctrl Space	
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Delete line of code	Ctrl Y	
Open Intellisense Dropdown	Ctrl J	
Open Visual Basic For Applications (VBA) Editor	Alt F11	Fn ⇧ F11
Redo last action	Alt E R	
Show quick info	Ctrl I	
Step through code	F8	⇧ ⌘ I

Pivot Table

Group selected items	Alt Shift →
Hide selected item or field	Ctrl -
Open Calculated Field dialog	Shift Ctrl =
Open field list for cell	Alt ↓
Open old PivotTable Wizard	Alt D P
Refresh Pivot Table	Ctrl Alt F5
Refresh Pivot Table	Alt F5
Select entire table	Ctrl Shift *
Select first item in Field List	Home
Select last item in Field List	End
Select next item in Field List	↓
Select or clear a check box	Space
Select previous item in Field List	↑
Ungroup selected items	Alt Shift ←

Power BI

Activate Selection pane	F6
Collapse a table	←
Comment lines in DAX	Ctrl /
Comment multiple lines in DAX	Ctrl K C
Copy	Ctrl C
Copy line down in DAX	Alt Shift ↓

Copy line up in DAX	Alt Shift ↑
Create line break with auto-indent	Shift Enter
Delete a word in DAX	Ctrl Delete
Delete multiple lines in DAX	Ctrl Shift K
Enter lines of code in DAX	Ctrl Alt ↓
Enter lines of code in DAX	Ctrl Alt ↑
Expand a table	→
Find the highlighted word	Ctrl D
Go to line number in DAX	Ctrl G
Indent line in DAX	Ctrl]
Insert cursor in DAX	Alt Click
Insert line above in DAX	Ctrl Shift Enter
Insert line below in DAX	Ctrl Enter
Interact with a Slicer	Ctrl →
Jump to matching bracket in DAX	Ctrl Shift \
Move an object down in layering	Ctrl Shift B
Move an object up in layering	Ctrl Shift F
Move focus backward in section	Shift Tab
Move focus between sections	Ctrl F6
Move focus forward in section	Tab
Move focus to Visual menu	Alt Shift F10
Move line down in DAX	Alt ↓
Move line up in DAX	Alt ↑
Multi-select	Ctrl Shift
Multi-select objects	Ctrl Space
New line in DAX	Alt Enter
Open context menu	Shift F10

Outdent line in DAX	Ctrl [
Paste	Ctrl V	
Restart Intellisense	Alt I	
Select all occurrences of current selection	Ctrl Shift L	
Select all occurrences of current word	Ctrl F2	
Select an object	Space	
Select current line in DAX	Ctrl I	
Select nearest word in DAX	Alt Shift →	
Select object	Enter	
Show data	Alt Shift F11	
Show keyboard shortcuts	Shift ?	
Toggle commenting of code	Alt Shift A	
Toggle commenting of lines that has a word	Ctrl +	
Toggle object visibility	Ctrl Shift S	
Uncomment lines in DAX	Ctrl \	
Uncomment multiple lines in DAX	Ctrl K U	
Others		
Add border bottom in Format Cells	Alt B	☒ ⇄ ↓
Add border downward diagonal in Format Cells	Alt D	
Add border horizontal interior in Format Cells	Alt H	
Add border left in Format Cells	Alt L	☒ ⇄ ←
Add border right in Format Cells	Alt R	☒ ⇄ →
Add border top in Format Cells	Alt T	☒ ⇄ ↑
Add border upward diagonal in Format Cells	Alt U	
Add border vertical interior in Format Cells	Alt V	
Clear cell content	Backspace	Delete
Clear cell content while keeping cell format	Delete	Fn Delete

Clear slicer filter	Alt C	⇧ C
Close an open menu or dialog	Esc	Esc
Delete one character to the left	Backspace	Delete
Delete one character to the right	Delete	Fn Delete
Delete to the end of line	Ctrl Delete	^ Delete
Display control menu for Excel window	Alt Space	?
In End Mode, move to bottom cell in column	End ↓	↓
In End Mode, move to left cell in row	End ←	←
In End Mode, move to right cell in row	End →	→
In End Mode, move to top cell in column	End ↑	↑
Insert new line in cell	Alt Enter	^ ⇧ Return
Move to start of row	Home	Fn ←
Move to unlocked cells in protected worksheet	Tab	Tab
Open dropdown list	Alt ↓	⇧ ↓
Select or clear a check box	Space	Space
Selects the entire worksheet	Ctrl Shift Space	⌘ A
Switch to next tab in dialog	Ctrl Tab	^ Tab
Switch to Normal view	Alt W L	
Switch to Page Break Preview view	Alt W I	
Switch to Page Layout view	Alt W P	
Switch to previous tab in dialog	Ctrl Shift Tab	^ ⇧ Tab
Toggle End mode	End	Fn →
Toggle full screen	Ctrl Shift F1	^ ⌘ F
Toggle total row of table	Ctrl Shift T	⌘ ⇧ T