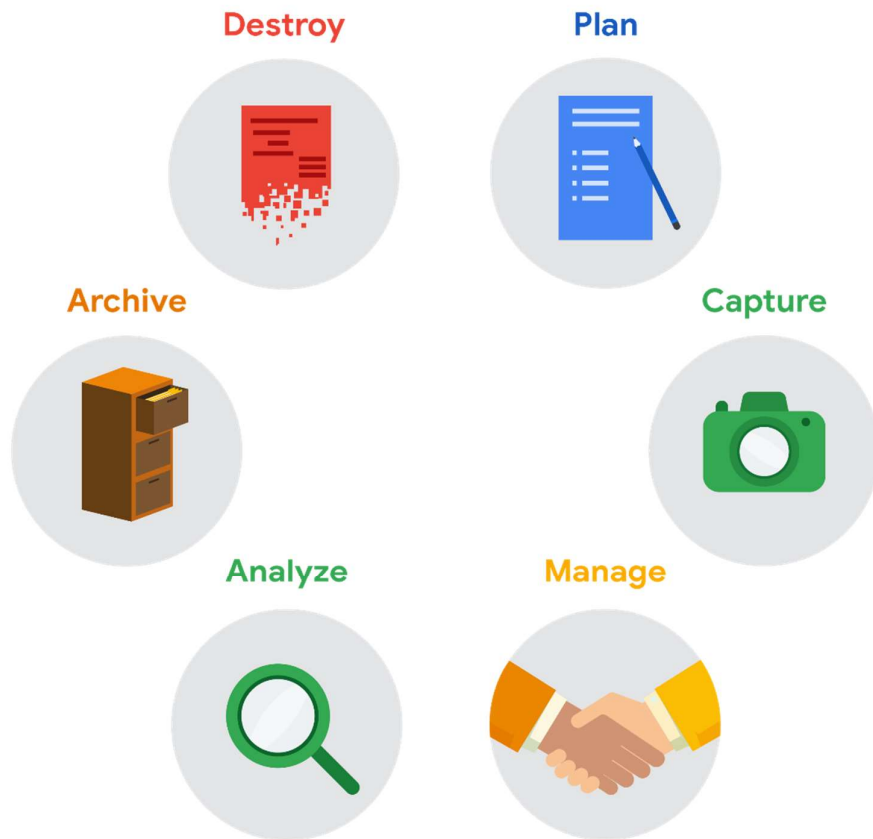


# Spreadsheets and the data life cycle

To better understand the benefits of using spreadsheets in data analytics, let's explore how they relate to each phase of the data life cycle: **plan**, **capture**, **manage**, **analyze**, **archive**, and **destroy**.



- **Plan** for the users who will work within a spreadsheet by developing organizational standards. This can mean formatting your cells, the headings you choose to highlight, the color scheme, and the way you order your data points. When you take the time to set these standards, you will improve communication, ensure consistency, and help people be more efficient with their time.
- **Capture** data by the source by connecting spreadsheets to other data sources, such as an online survey application or a database. This data will automatically be updated in the spreadsheet. That way, the information is always as current and accurate as possible.
- **Manage** different kinds of data with a spreadsheet. This can involve storing, organizing, filtering, and updating information. Spreadsheets also let you decide who can access the data, how the information is shared, and how to keep your data safe and secure.
- **Analyze** data in a spreadsheet to help make better decisions. Some of the most common spreadsheet analysis tools include formulas to aggregate data or create reports, and pivot tables for clear, easy-to-understand visuals.
- **Archive** any spreadsheet that you don't use often, but might need to reference later with built-in tools. This is especially useful if you want to store historical data before it gets updated.

- **Destroy** your spreadsheet when you are certain that you will never need it again, if you have better backup copies, or for legal or security reasons. Keep in mind, lots of businesses are required to follow certain rules or have measures in place to make sure data is destroyed properly.

## Resources

Spreadsheet shortcuts can help you become more efficient with spreadsheets. If you'd like to learn more, you can explore the collection of [Google Sheets shortcuts](#), or visit the [Microsoft Excel shortcuts](#) page if you are using Excel. Both of these resources contain a list of spreadsheet shortcuts you can save and reference as you work more with spreadsheets on your own.

# Keyboard shortcuts for Google Sheets

To see a list of keyboard shortcuts in Google Sheets, press Ctrl + / (Windows, Chrome OS) or ⌘ + / (Mac).

To search the menus, press Alt + / (Windows, Chrome OS) or Option + / (Mac).

## PC shortcuts

Common actions	
Select column	Ctrl + Space
Select row	Shift + Space
Select all	Ctrl + a
	Ctrl + Shift + Space
Undo	Ctrl + z
Redo	Ctrl + y
	Ctrl + Shift + z
	F4
Find	Ctrl + f
Find and replace	Ctrl + h
Fill range	Ctrl + Enter
Fill down	Ctrl + d
Fill right	Ctrl + r
Save	Ctrl + s
<i>(every change is saved automatically in Drive)</i>	
Open	Ctrl + o
Print	Ctrl + p
Copy	Ctrl + c
Cut	Ctrl + x
Paste	Ctrl + v
Paste values only	Ctrl + Shift + v
Show common keyboard shortcuts	Ctrl + /
Insert new sheet	Shift + F11
Compact controls	Ctrl + Shift + f
Input tools on/off	Ctrl + Shift + k
<i>(available in spreadsheets in non-Latin languages)</i>	
Select input tools	Ctrl + Alt + Shift + k
Search the menus	Alt + /

## Format cells

Bold	Ctrl + b
Underline	Ctrl + u
Italic	Ctrl + i
Strikethrough	Alt + Shift + 5
Center align	Ctrl + Shift + e
Left align	Ctrl + Shift + l
Right align	Ctrl + Shift + r
Apply top border	Alt + Shift + 1
Apply right border	Alt + Shift + 2
Apply bottom border	Alt + Shift + 3
Apply left border	Alt + Shift + 4
Remove borders	Alt + Shift + 6
Apply outer border	Alt + Shift + 7
Insert link	Ctrl + Shift + 7
Insert time	Ctrl + k
Insert date	Ctrl + Shift + ;
Insert date and time	Ctrl + ;
Format as decimal	Ctrl + Alt + Shift + ;
Format as time	Ctrl + Shift + 1
Format as date	Ctrl + Shift + 2
Format as currency	Ctrl + Shift + 3
Format as percentage	Ctrl + Shift + 4
Format as exponent	Ctrl + Shift + 5
Clear formatting	Ctrl + Shift + 6
Clear formatting	Ctrl + \

## Navigate spreadsheet

Move to beginning of row	Home
Move to beginning of sheet	Ctrl + Home
Move to end of row	End
Move to end of sheet	Ctrl + End
Scroll to active cell	Ctrl + Backspace
Move to next sheet	Alt + Down Arrow
Move to previous sheet	Alt + Up Arrow
Display list of sheets	Alt + Shift + k
Open hyperlink	Alt + Enter
Open Explore	Alt + Shift + x
Go to side panel	Ctrl + Alt + .
	Ctrl + Alt + ,
Move focus out of spreadsheet	Ctrl + Alt + Shift + m
Move to quicksum	Alt + Shift + q
<i>(when a range of cells is selected)</i>	
Move focus to popup	holding Ctrl + Alt, press e then p
<i>(for links, bookmarks, and images)</i>	
Open drop-down menu on filtered cell	Ctrl + Alt + r
Open revision history	Ctrl + Alt + Shift + h
Close drawing editor	Shift + Esc

## Edit notes and comments

Insert/edit note	Shift + F2
Insert/edit comment	Ctrl + Alt + m
Open comment discussion thread	Ctrl + Alt + Shift + a

Enter current comment	holding Ctrl + Alt, press e then c
Move to next comment	holding Ctrl + Alt, press n then c
Move to previous comment	holding Ctrl + Alt, press p then c

#### Use keyboard shortcuts on selected comments

Reply to current comment	R
Move to next comment	J
Move to previous comment	K
Resolve current comment	E
Exit current comment	U

#### Open a menu

File menu	<i>in Google Chrome:</i> Alt + f <i>other browsers:</i> Alt + Shift + f
Edit menu	<i>in Google Chrome:</i> Alt + e <i>other browsers:</i> Alt + Shift + e
View menu	<i>in Google Chrome:</i> Alt + v <i>other browsers:</i> Alt + Shift + v
Insert menu	<i>in Google Chrome:</i> Alt + i <i>other browsers:</i> Alt + Shift + i
Format menu	<i>in Google Chrome:</i> Alt + o <i>other browsers:</i> Alt + Shift + o
Data menu	<i>in Google Chrome:</i> Alt + d <i>other browsers:</i> Alt + Shift + d
Tools menu	<i>in Google Chrome:</i> Alt + t <i>other browsers:</i> Alt + Shift + t
Open insert menu	Ctrl + Alt + Shift + = Ctrl + Alt + = (with cells selected)
Open delete menu	Ctrl + Alt + - (with cells selected)
Form menu (present when the spreadsheet is connected to a form)	<i>in Google Chrome:</i> Alt + m <i>other browsers:</i> Alt + Shift + m
Add-ons menu	<i>in Google Chrome:</i> Alt + n <i>other browsers:</i> Alt + Shift + n
Help menu	<i>in Google Chrome:</i> Alt + h <i>other browsers:</i> Alt + Shift + h
Accessibility menu (present when screen reader support is enabled)	<i>in Google Chrome:</i> Alt + a <i>other browsers:</i> Alt + Shift + a
Sheet menu (copy, delete, and other sheet actions)	Alt + Shift + s
Context menu	Ctrl + Shift + \ Shift + F10

#### Add or change rows and columns

Insert rows above	Ctrl + Alt + Shift + = Ctrl + Alt + = (with rows selected)  <i>in Google Chrome:</i> Alt + i, then r <i>other browsers:</i> Alt + Shift + i, then r <i>in Google Chrome:</i> Alt + i, then w <i>other browsers:</i> Alt + Shift + i, then w
Insert rows below	

Insert columns to the left

Ctrl + Alt + Shift + =  
Ctrl + Alt + =  
(with columns selected)

Insert columns to the right

*in Google Chrome:* Alt + i, then c  
*other browsers:* Alt + Shift + i, then c  
*in Google Chrome:* Alt + i, then o  
*other browsers:* Alt + Shift + i, then o  
Ctrl + Alt + - (with rows selected)

Delete rows

*in Google Chrome:* Alt + e, then d  
*other browsers:* Alt + Shift + e, then d  
Ctrl + Alt + - (with columns selected)

Delete columns

*in Google Chrome:* Alt + e, then e  
*other browsers:* Alt + Shift + e, then e  
Ctrl + Alt + 9

Hide row

Ctrl + Shift + 9

Unhide row

Ctrl + Alt + 0

Hide column

Ctrl + Shift + 0

Unhide column

Group rows or columns

Alt + Shift + Right Arrow

Ungroup rows or columns

Alt + Shift + Left Arrow

Expand grouped rows or columns

Alt + Shift + Down Arrow

Collapse grouped rows or columns

Alt + Shift + Up Arrow

### Use formulas

Show all formulas

Ctrl + ~

Insert array formula

Ctrl + Shift + Enter

Collapse an expanded array formula

Ctrl + e

Show/hide formula help

Shift + F1

*(when entering a formula)*

Full/compact formula help

F1

*(when entering a formula)*

Absolute/relative references

F4

*(when entering a formula)*

Toggle formula result previews

F9

*(when entering a formula)*

Resize formula bar

Ctrl + Up / Ctrl + Down

*(move up or down)*

### Help for screen readers

Turn on screen reader support

Ctrl + Alt + z

[Learn more about using Google Sheets with a screen reader](#)

Enable braille support

Ctrl + Alt + h

Read column

Ctrl + Alt + Shift + c

Read row

Ctrl + Alt + Shift + r

# Keyboard shortcuts in Excel

Many users find that using an external keyboard with keyboard shortcuts for Excel helps them work more efficiently. For users with mobility or vision disabilities, keyboard shortcuts can be easier than using the touchscreen, and are an essential alternative to using a mouse.

## Notes:

- The shortcuts in this topic refer to the US keyboard layout. Keys for other layouts might not correspond exactly to the keys on a US keyboard.
- A plus sign (+) in a shortcut means that you need to press multiple keys at the same time.
- A comma sign (,) in a shortcut means that you need to press multiple keys in order.

This article describes the keyboard shortcuts, function keys, and some other common shortcut keys in Excel for Windows.

## Notes:

- To quickly find a shortcut in this article, you can use the Search. Press Ctrl+F, and then type your search words.
- If an action that you use often does not have a shortcut key, you can record a macro to create one. For instructions, go to [Automate tasks with the Macro Recorder](#).
- Download our [50 time-saving Excel shortcuts](#) quick tips guide.
- Get the Excel 2016 keyboard shortcuts in a Word document: [Excel keyboard shortcuts and function keys](#).

## Frequently used shortcuts

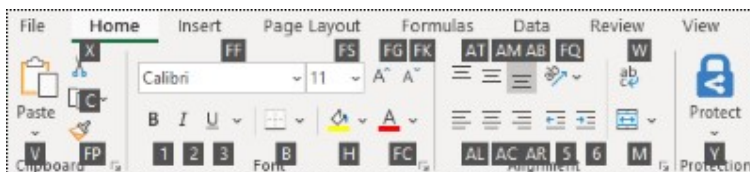
This table lists the most frequently used shortcuts in Excel.

To do this	Press
Close a workbook.	Ctrl+W
Open a workbook.	Ctrl+O
Go to the <b>Home</b> tab.	Alt+H
Save a workbook.	Ctrl+S
Copy selection.	Ctrl+C
Paste selection.	Ctrl+V
Undo recent action.	Ctrl+Z
Remove cell contents.	Delete

To do this	Press
Choose a fill color.	Alt+H, H
Cut selection.	Ctrl+X
Go to the <b>Insert</b> tab.	Alt+N
Apply bold formatting.	Ctrl+B
Center align cell contents.	Alt+H, A, C
Go to the <b>Page Layout</b> tab.	Alt+P
Go to the <b>Data</b> tab.	Alt+A
Go to the <b>View</b> tab.	Alt+W
Open the context menu.	Shift+F10 <u>or</u> Windows Menu key
Add borders.	Alt+H, B
Delete column.	Alt+H, D, C
Go to the <b>Formula</b> tab.	Alt+M
Hide the selected rows.	Ctrl+9
Hide the selected columns.	Ctrl+0

## Ribbon keyboard shortcuts

The ribbon groups related options on tabs. For example, on the **Home** tab, the **Number** group includes the **Number Format** option. Press the Alt key to display the ribbon shortcuts, called Key Tips, as letters in small images next to the tabs and options as shown in the image below.



You can combine the Key Tips letters with the Alt key to make shortcuts called Access Keys for the ribbon options. For example, press Alt+H to open the **Home** tab, and Alt+Q to move to the **Tell me** or **Search** field. Press Alt again to see KeyTips for the options for the selected tab.

Depending on the version of Office you are using, the **Search** text field at the top of the app window might be called **Tell Me** instead. Both offer a largely similar experience, but some options and search results can vary.

In Office 2013 and Office 2010, most of the old Alt key menu shortcuts still work, too. However, you need to know the full shortcut. For example, press Alt, and then press one of the old menu keys, for example, E (Edit), V (View), I (Insert), and so on. A notification pops up saying you're using an access key from an earlier version of Microsoft Office. If you know the entire key sequence, go ahead, and use it. If you don't know the sequence, press Esc and use Key Tips instead.

## Use the Access keys for ribbon tabs

To go directly to a tab on the ribbon, press one of the following access keys. Additional tabs might appear depending on your selection in the worksheet.

To do this	Press
Move to the <b>Tell me</b> or <b>Search</b> field on the ribbon and type a search term for assistance or Help content.	Alt+Q, then enter the search term.
Open the <b>File</b> menu.	Alt+F
Open the <b>Home</b> tab and format text and numbers and use the Find tool.	Alt+H
Open the <b>Insert</b> tab and insert PivotTables, charts, add-ins, Sparklines, pictures, shapes, headers, or text boxes.	Alt+N
Open the <b>Page Layout</b> tab and work with themes, page setup, scale, and alignment.	Alt+P
Open the <b>Formulas</b> tab and insert, trace, and customize functions and calculations.	Alt+M
Open the <b>Data</b> tab and connect to, sort, filter, analyze, and work with data.	Alt+A
Open the <b>Review</b> tab and check spelling, add notes and threaded comments, and protect sheets and workbooks.	Alt+R
Open the <b>View</b> tab and preview page breaks and layouts, show and hide gridlines and headings, set zoom magnification, manage windows and panes, and view macros.	Alt+W



# Work in the ribbon with the keyboard

To do this	Press
Select the active tab on the ribbon and activate the access keys.	Alt or F10. To move to a different tab, use access keys or the arrow keys.
Move the focus to commands on the ribbon.	Tab key or Shift+Tab
Move down, up, left, or right, respectively, among the items on the ribbon.	Arrow keys
Activate a selected button.	Spacebar or Enter
Open the list for a selected command.	Down arrow key
Open the menu for a selected button.	Alt+Down arrow key
When a menu or submenu is open, move to the next command.	Down arrow key
Expand or collapse the ribbon.	Ctrl+F1
Open a context menu.	Shift+F10
	Or, on a Windows keyboard, the Windows Menu key (usually between the Alt Gr and right Ctrl keys)
Move to the submenu when a main menu is open or selected.	Left arrow key
Move from one group of controls to another.	Ctrl+Left or Right arrow key

# Keyboard shortcuts for navigating in cells

To do this	Press
Move to the previous cell in a worksheet or the previous option in a dialog box.	Shift+Tab
Move one cell up in a worksheet.	Up arrow key
Move one cell down in a worksheet.	Down arrow key
Move one cell left in a worksheet.	Left arrow key
Move one cell right in a worksheet.	Right arrow key

To do this	Press
Move to the edge of the current data region in a worksheet.	Ctrl+Arrow key
Enter the <b>End</b> mode, move to the next nonblank cell in the same column or row as the active cell, and turn off <b>End</b> mode. If the cells are blank, move to the last cell in the row or column.	End, Arrow key
Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.	Ctrl+End
Extend the selection of cells to the last used cell on the worksheet (lower-right corner).	Ctrl+Shift+End
Move to the cell in the upper-left corner of the window when Scroll lock is turned on.	Home+Scroll lock
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 one screen up in a worksheet.	Page up
Move one screen to the left in a worksheet.	Alt+Page up
Move to the previous sheet in a workbook.	Ctrl+Page up
Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.	Tab key
Open the list of validation choices on a cell that has data validation option applied to it.	Alt+Down arrow key
Cycle through floating shapes, such as text boxes or images.	Ctrl+Alt+5, then the Tab key repeatedly
Exit the floating shape navigation and return to the normal navigation.	Esc
Scroll horizontally.	Ctrl+Shift, then scroll your mouse wheel up to go left, down to go right
Zoom in.	Ctrl+Alt+Equal sign ( = )
Zoom out.	Ctrl+Alt+Minus sign ( - )

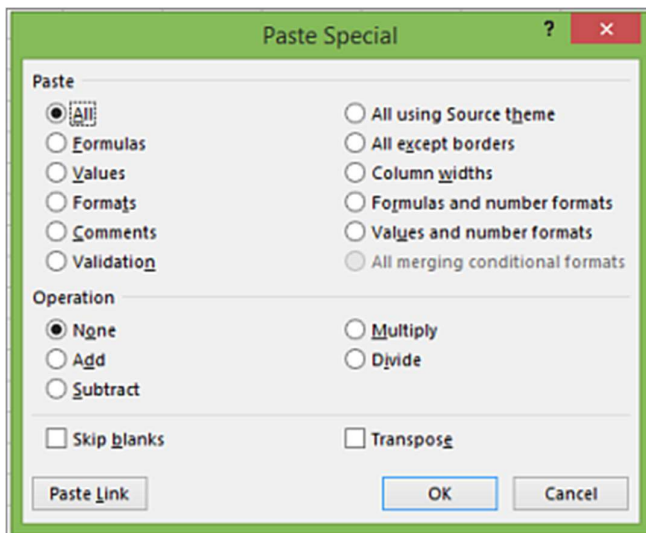
# Keyboard shortcuts for formatting cells

To do this	Press
Open the <b>Format Cells</b> dialog box.	Ctrl+1
Format fonts in the <b>Format Cells</b> dialog box.	Ctrl+Shift+F or Ctrl+Shift+P
Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use the arrow keys to create a reference.	F2
Insert a note.	Shift+F2
Open and edit a cell note.	Shift+F2
Insert a threaded comment.	Ctrl+Shift+F2
Open and reply to a threaded comment.	Ctrl+Shift+F2
Open the <b>Insert</b> dialog box to insert blank cells.	Ctrl+Shift+Plus sign (+)
Open the <b>Delete</b> dialog box to delete selected cells.	Ctrl+Minus sign (-)
Enter the current time.	Ctrl+Shift+Colon (:)
Enter the current date.	Ctrl+Semicolon (;)
Switch between displaying cell values or formulas in the worksheet.	Ctrl+Grave accent (`)
Copy a formula from the cell above the active cell into the cell or the formula bar.	Ctrl+Apostrophe (')
Move the selected cells.	Ctrl+X
Copy the selected cells.	Ctrl+C
Paste content at the insertion point, replacing any selection.	Ctrl+V
Open the <b>Paste Special</b> dialog box.	Ctrl+Alt+V
Italicize text or remove italic formatting.	Ctrl+I or Ctrl+3
Bold text or remove bold formatting.	Ctrl+B or Ctrl+2
Underline text or remove underline.	Ctrl+U or Ctrl+4
Apply or remove strikethrough formatting.	Ctrl+5
Switch between hiding objects, displaying objects, and displaying placeholders for objects.	Ctrl+6
Apply an outline border to the selected cells.	Ctrl+Shift+Ampersand sign (&)

To do this	Press
Remove the outline border from the selected cells.	Ctrl+Shift+Underscore (_)
Display or hide the outline symbols.	Ctrl+8
Use the <b>Fill Down</b> command to copy the contents and format of the topmost cell of a selected range into the cells below.	Ctrl+D
Apply the <b>General</b> number format.	Ctrl+Shift+Tilde sign (~)
Apply the <b>Currency</b> format with two decimal places (negative numbers in parentheses).	Ctrl+Shift+Dollar sign (\$)
Apply the <b>Percentage</b> format with no decimal places.	Ctrl+Shift+Percent sign (%)
Apply the <b>Scientific</b> number format with two decimal places.	Ctrl+Shift+Caret sign (^)
Apply the <b>Date</b> format with the day, month, and year.	Ctrl+Shift+Number sign (#)
Apply the <b>Time</b> format with the hour and minute, and AM or PM.	Ctrl+Shift+At sign (@)
Apply the <b>Number</b> format with two decimal places, thousands separator, and minus sign (-) for negative values.	Ctrl+Shift+Exclamation point (!)
Open the <b>Insert hyperlink</b> dialog box.	Ctrl+K
Check spelling in the active worksheet or selected range.	F7
Display the <b>Quick Analysis</b> options for selected cells that contain data.	Ctrl+Q
Display the <b>Create Table</b> dialog box.	Ctrl+L or Ctrl+T
Open the <b>Workbook Statistics</b> dialog box.	Ctrl+Shift+G

## Keyboard shortcuts in the Paste Special dialog box in Excel 2013

In Excel 2013, you can paste a specific aspect of the copied data like its formatting or value using the **Paste Special** options. After you've copied the data, press Ctrl+Alt+V, or Alt+E+S to open the **Paste Special** dialog box.



**Tip:** You can also select **Home** > **Paste** > **Paste Special**.

To pick an option in the dialog box, press the underlined letter for that option. For example, press the letter C to pick the **C**omments option.

To do this	Press
Paste all cell contents and formatting.	A
Paste only the formulas as entered in the formula bar.	F
Paste only the values (not the formulas).	V
Paste only the copied formatting.	T
Paste only comments and notes attached to the cell.	C
Paste only the data validation settings from copied cells.	N
Paste all cell contents and formatting from copied cells.	H
Paste all cell contents without borders.	X
Paste only column widths from copied cells.	W
Paste only formulas and number formats from copied cells.	R
Paste only the values (not formulas) and number formats from copied cells.	U

# Keyboard shortcuts for making selections and performing actions

To do this	Press
Select the entire worksheet.	Ctrl+A or Ctrl+Shift+Spacebar
Select the current and next sheet in a workbook.	Ctrl+Shift+Page down
Select the current and previous sheet in a workbook.	Ctrl+Shift+Page up
Extend the selection of cells by one cell.	Shift+Arrow key
Extend the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, to the next nonblank cell.	Ctrl+Shift+Arrow key
Turn extend mode on and use the arrow keys to extend a selection. Press again to turn off.	F8
Add a non-adjacent cell or range to a selection of cells by using the arrow keys.	Shift+F8
Start a new line in the same cell.	Alt+Enter
Fill the selected cell range with the current entry.	Ctrl+Enter
Complete a cell entry and select the cell above.	Shift+Enter
Select an entire column in a worksheet.	Ctrl+Spacebar
Select an entire row in a worksheet.	Shift+Spacebar
Select all objects on a worksheet when an object is selected.	Ctrl+Shift+Spacebar
Extend the selection of cells to the beginning of the worksheet.	Ctrl+Shift+Home
Select the current region if the worksheet contains data. Press a second time to select the current region and its summary rows. Press a third time to select the entire worksheet.	Ctrl+A or Ctrl+Shift+Spacebar
Select the current region around the active cell.	Ctrl+Shift+Asterisk sign (*)
Select the first command on the menu when a menu or submenu is visible.	Home
Repeat the last command or action, if possible.	Ctrl+Y
Undo the last action.	Ctrl+Z

To do this	Press
Expand grouped rows or columns.	While hovering over the collapsed items, press and hold the Shift key and scroll down.
Collapse grouped rows or columns.	While hovering over the expanded items, press and hold the Shift key and scroll up.

## Keyboard shortcuts for working with data, functions, and the formula bar

To do this	Press
Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use the arrow keys to create a reference.	F2
Expand or collapse the formula bar.	Ctrl+Shift+U
Cancel an entry in the cell or formula bar.	Esc
Complete an entry in the formula bar and select the cell below.	Enter
Move the cursor to the end of the text when in the formula bar.	Ctrl+End
Select all text in the formula bar from the cursor position to the end.	Ctrl+Shift+End
Calculate all worksheets in all open workbooks.	F9
Calculate the active worksheet.	Shift+F9
Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.	Ctrl+Alt+F9
Check dependent formulas, and then calculate all cells in all open workbooks, including cells not marked as needing to be calculated.	Ctrl+Alt+Shift+F9
Display the menu or message for an <b>Error Checking</b> button.	Alt+Shift+F10
Display the <b>Function Arguments</b> dialog box when the insertion point is to the right of a function name in a formula.	Ctrl+A
Insert argument names and parentheses when the insertion point is to the right of a function name in a formula.	Ctrl+Shift+A
Insert the <b>AutoSum</b> formula	Alt+Equal sign ( = )

To do this	Press
Invoke <a href="#">Flash Fill</a> to automatically recognize patterns in adjacent columns and fill the current column	Ctrl+E
Cycle through all combinations of absolute and relative references in a formula if a cell reference or range is selected.	F4
Insert a function.	Shift+F3
Copy the value from the cell above the active cell into the cell or the formula bar.	Ctrl+Shift+Straight quotation mark (")
Create an embedded chart of the data in the current range.	Alt+F1
Create a chart of the data in the current range in a separate <b>Chart</b> sheet.	F11
Define a name to use in references.	Alt+M, M, D
Paste a name from the <b>Paste Name</b> dialog box (if names have been defined in the workbook).	F3
Move to the first field in the next record of a data form.	Enter
Create, run, edit, or delete a macro.	Alt+F8
Open the <b>Microsoft Visual Basic For Applications Editor</b> .	Alt+F11

## Keyboard shortcuts for refreshing external data

Use the following keys to refresh data from external data sources.

To do this	Press
Stop a refresh operation.	Esc
Refresh data in the current worksheet.	Ctrl+F5
Refresh all data in the workbook.	Ctrl+Alt+F5

## Power Pivot keyboard shortcuts

Use the following keyboard shortcuts with Power Pivot in Microsoft 365, Excel 2019, Excel 2016, and Excel 2013.



To do this	Press
Open the context menu for the selected cell, column, or row.	Shift+F10
Select the entire table.	Ctrl+A
Copy selected data.	Ctrl+C
Delete the table.	Ctrl+D
Move the table.	Ctrl+M
Rename the table.	Ctrl+R
Save the file.	Ctrl+S
Redo the last action.	Ctrl+Y
Undo the last action.	Ctrl+Z
Select the current column.	Ctrl+Spacebar
Select the current row.	Shift+Spacebar
Select all cells from the current location to the last cell of the column.	Shift+Page down
Select all cells from the current location to the first cell of the column.	Shift+Page up
Select all cells from the current location to the last cell of the row.	Shift+End
Select all cells from the current location to the first cell of the row.	Shift+Home
Move to the previous table.	Ctrl+Page up
Move to the next table.	Ctrl+Page down
Move to the first cell in the upper-left corner of selected table.	Ctrl+Home
Move to the last cell in the lower-right corner of selected table.	Ctrl+End
Move to the first cell of the selected row.	Ctrl+Left arrow key
Move to the last cell of the selected row.	Ctrl+Right arrow key
Move to the first cell of the selected column.	Ctrl+Up arrow key
Move to the last cell of selected column.	Ctrl+Down arrow key
Close a dialog box or cancel a process, such as a paste operation.	Ctrl+Esc
Open the <b>AutoFilter Menu</b> dialog box.	Alt+Down arrow key
Open the <b>Go To</b> dialog box.	F5

To do this	Press
Recalculate all formulas in the Power Pivot window. For more information, see <a href="#">Recalculate Formulas in Power Pivot</a> .	F9

## Function keys

Key	Description
F1	<ul style="list-style-type: none"> <li>F1 alone: displays the Excel <b>Help</b> task pane.</li> <li>Ctrl+F1: displays or hides the ribbon.</li> <li>Alt+F1: creates an embedded chart of the data in the current range.</li> <li>Alt+Shift+F1: inserts a new worksheet.</li> </ul>
F2	<ul style="list-style-type: none"> <li>F2 alone: edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use the arrow keys to create a reference.</li> <li>Shift+F2: adds or edits a cell note.</li> <li>Ctrl+F2: displays the print preview area on the <b>Print</b> tab in the Backstage view.</li> </ul>
F3	<ul style="list-style-type: none"> <li>F3 alone: displays the <b>Paste Name</b> dialog box. Available only if names have been defined in the workbook.</li> <li>Shift+F3: displays the <b>Insert Function</b> dialog box.</li> </ul>
F4	<ul style="list-style-type: none"> <li>F4 alone: repeats the last command or action, if possible.</li> </ul> <p>When a cell reference or range is selected in a formula, F4 cycles through all the various combinations of absolute and relative references.</p> <ul style="list-style-type: none"> <li>Ctrl+F4: closes the selected workbook window.</li> <li>Alt+F4: closes Excel.</li> </ul>
F5	<ul style="list-style-type: none"> <li>F5 alone: displays the <b>Go To</b> dialog box.</li> <li>Ctrl+F5: restores the window size of the selected workbook window.</li> </ul>
F6	<ul style="list-style-type: none"> <li>F6 alone: switches between the worksheet, ribbon, task pane, and <b>Zoom</b> controls. In a worksheet that has been split, F6 includes the split panes when switching between panes and the ribbon area.</li> <li>Shift+F6: switches between the worksheet, <b>Zoom</b> controls, task pane, and ribbon.</li> <li>Ctrl+F6: switches between two Excel windows.</li> <li>Ctrl+Shift+F6: switches between all Excel windows.</li> </ul>

Key	Description
F7	<ul style="list-style-type: none"> <li>F7 alone: Opens the <b>Spelling</b> dialog box to check spelling in the active worksheet or selected range.</li> <li>Ctrl+F7: performs the <b>Move</b> command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press Enter, or Esc to cancel.</li> </ul>
F8	<ul style="list-style-type: none"> <li>F8 alone: turns extend mode on or off. In extend mode, <b>Extended Selection</b> appears in the status line, and the arrow keys extend the selection.</li> <li>Shift+F8: enables you to add a non-adjacent cell or range to a selection of cells by using the arrow keys.</li> <li>Ctrl+F8: performs the <b>Size</b> command when a workbook is not maximized.</li> <li>Alt+F8: displays the <b>Macro</b> dialog box to create, run, edit, or delete a macro.</li> </ul>
F9	<ul style="list-style-type: none"> <li>F9 alone: calculates all worksheets in all open workbooks.</li> <li>Shift+F9: calculates the active worksheet.</li> <li>Ctrl+Alt+F9: calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.</li> <li>Ctrl+Alt+Shift+F9: rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.</li> <li>Ctrl+F9: minimizes a workbook window to an icon.</li> </ul>
F10	<ul style="list-style-type: none"> <li>F10 alone: turns key tips on or off. (Pressing Alt does the same thing.)</li> <li>Shift+F10: displays the context menu for a selected item.</li> <li>Alt+Shift+F10: displays the menu or message for an <b>Error Checking</b> button.</li> <li>Ctrl+F10: maximizes or restores the selected workbook window.</li> </ul>
F11	<ul style="list-style-type: none"> <li>F11 alone: creates a chart of the data in the current range in a separate <b>Chart</b> sheet.</li> <li>Shift+F11: inserts a new worksheet.</li> <li>Alt+F11: opens the <b>Microsoft Visual Basic For Applications Editor</b>, in which you can create a macro by using Visual Basic for Applications (VBA).</li> </ul>
F12	<ul style="list-style-type: none"> <li>F12 alone: displays the <b>Save As</b> dialog box.</li> </ul>

## Other useful shortcut keys

Key	Description
Alt	<ul style="list-style-type: none"><li>Displays the Key Tips (new shortcuts) on the ribbon.</li></ul> <p>For example,</p> <ul style="list-style-type: none"><li>Alt, W, P switches the worksheet to <b>Page Layout</b> view.</li><li>Alt, W, L switches the worksheet to <b>Normal</b> view.</li><li>Alt, W, I switches the worksheet to <b>Page Break Preview</b> view.</li></ul>
Arrow keys	<ul style="list-style-type: none"><li>Move one cell up, down, left, or right in a worksheet.</li><li>Ctrl+Arrow key moves to the edge of the current data region in a worksheet.</li><li>Shift+Arrow key extends the selection of cells by one cell.</li><li>Ctrl+Shift+Arrow key extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.</li><li>Left or Right arrow key selects the tab to the left or right when the ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu. When a ribbon tab is selected, these keys navigate the tab buttons.</li><li>Down or Up arrow key selects the next or previous command when a menu or submenu is open. When a ribbon tab is selected, these keys navigate up or down the tab group.</li><li>In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options.</li><li>Down or Alt+Down arrow key opens a selected drop-down list.</li></ul>
Backspace	<ul style="list-style-type: none"><li>Deletes one character to the left in the formula bar.</li><li>Clears the content of the active cell.</li><li>In cell editing mode, it deletes the character to the left of the insertion point.</li></ul>
Delete	<ul style="list-style-type: none"><li>Removes the cell contents (data and formulas) from selected cells without affecting cell formats, threaded comments, or notes.</li><li>In cell editing mode, it deletes the character to the right of the insertion point.</li></ul>
End	<ul style="list-style-type: none"><li>End turns <b>End</b> mode on or off. In <b>End</b> mode, you can press an arrow key to move to the next nonblank cell in the same column or row as the active cell. <b>End</b> mode turns off automatically after pressing the arrow key. Make sure to press End again before pressing the next arrow key. <b>End</b> mode is shown in the status bar when it is on.</li></ul>

Key	Description
	<ul style="list-style-type: none"> <li>▪ If the cells are blank, pressing End followed by an arrow key moves to the last cell in the row or column.</li> <li>▪ End also selects the last command on the menu when a menu or submenu is visible.</li> <li>▪ Ctrl+End moves to the last cell on a worksheet, to the lowest used row of the rightmost used column. If the cursor is in the formula bar, Ctrl+End moves the cursor to the end of the text.</li> <li>▪ Ctrl+Shift+End extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, Ctrl+Shift+End selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar.</li> </ul>
Enter	<ul style="list-style-type: none"> <li>▪ Completes a cell entry from the cell or the formula bar and selects the cell below (by default).</li> <li>▪ In a data form, it moves to the first field in the next record.</li> <li>▪ Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command.</li> <li>▪ In a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often the <b>OK</b> button).</li> <li>▪ Alt+Enter starts a new line in the same cell.</li> <li>▪ Ctrl+Enter fills the selected cell range with the current entry.</li> <li>▪ Shift+Enter completes a cell entry and selects the cell above.</li> </ul>
Esc	<ul style="list-style-type: none"> <li>▪ Cancels an entry in the cell or formula bar.</li> <li>▪ Closes an open menu or submenu, dialog box, or message window.</li> <li>▪ It also closes full screen mode when this mode has been applied and returns to normal screen mode to display the ribbon and status bar again.</li> </ul>
Home	<ul style="list-style-type: none"> <li>▪ Moves to the beginning of a row in a worksheet.</li> <li>▪ Moves to the cell in the upper-left corner of the window when Scroll lock is turned on.</li> <li>▪ Selects the first command on the menu when a menu or submenu is visible.</li> <li>▪ Ctrl+Home moves to the beginning of a worksheet.</li> <li>▪ Ctrl+Shift+Home extends the selection of cells to the beginning of the worksheet.</li> </ul>
Page down	<ul style="list-style-type: none"> <li>▪ Moves one screen down in a worksheet.</li> <li>▪ Alt+Page down moves one screen to the right in a worksheet.</li> </ul>

Key	Description
	<ul style="list-style-type: none"> <li>▪ Ctrl+Page down moves to the next sheet in a workbook.</li> <li>▪ Ctrl+Shift+Page down selects the current and next sheet in a workbook.</li> </ul>
Page up	<ul style="list-style-type: none"> <li>▪ Moves one screen up in a worksheet.</li> <li>▪ Alt+Page up moves one screen to the left in a worksheet.</li> <li>▪ Ctrl+Page up moves to the previous sheet in a workbook.</li> <li>▪ Ctrl+Shift+Page up selects the current and previous sheet in a workbook.</li> </ul>
Shift	<ul style="list-style-type: none"> <li>▪ Hold the Shift key while you drag a selected row, column, or selected cells to move the selected cells and drop to insert them in a new location.</li> </ul>
Spacebar	<ul style="list-style-type: none"> <li>▪ In a dialog box, performs the action for the selected button, or selects or clears a checkbox.</li> <li>▪ Ctrl+Spacebar selects an entire column in a worksheet.</li> <li>▪ Shift+Spacebar selects an entire row in a worksheet.</li> <li>▪ Ctrl+Shift+Spacebar selects the entire worksheet.</li> <li>▪ If the worksheet contains data, Ctrl+Shift+Spacebar selects the current region. Pressing Ctrl+Shift+Spacebar a second time selects the current region and its summary rows. Pressing Ctrl+Shift+Spacebar a third time selects the entire worksheet.</li> <li>▪ When an object is selected, Ctrl+Shift+Spacebar selects all objects on a worksheet.</li> <li>▪ Alt+Spacebar displays the <b>Control</b> menu for the Excel window.</li> </ul>
Tab key	<ul style="list-style-type: none"> <li>▪ Moves one cell to the right in a worksheet.</li> <li>▪ Moves between unlocked cells in a protected worksheet.</li> <li>▪ Moves to the next option or option group in a dialog box.</li> <li>▪ Shift+Tab moves to the previous cell in a worksheet or the previous option in a dialog box.</li> <li>▪ Ctrl+Tab switches to the next tab in a dialog box, or (if no dialog box is open) switches between two Excel windows.</li> <li>▪ Ctrl+Shift+Tab switches to the previous tab in a dialog box, or (if no dialog box is open) switches between all Excel windows.</li> </ul>