

# Microsoft Excel – Keyboard Shortcuts



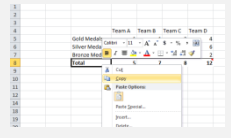
# Excel's keyboard shortcuts

*Learn some of the most useful keyboard combinations in Excel, and navigate through your worksheets with ease*

# Basic shortcuts

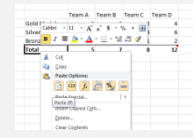
Copy a cell

**Ctrl** & **C**  
**Hold** **Press**



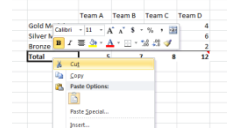
Paste a copied cell

**Ctrl** & **V**  
**Hold** **Press**



Cut a cell

**Ctrl** & **X**  
**Hold** **Press**



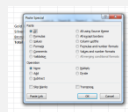
Undo

**Ctrl** & **Z**  
**Hold** **Press**



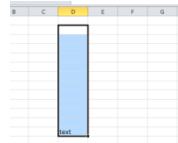
Paste Special

**Alt** & **E** & **S**  
**Press** **Press** **Press**



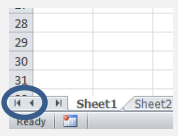
Extend the selection to the last non-blank cell

**Ctrl** & **Shift** & **Arrow**  
**Hold** **Hold** **Press**



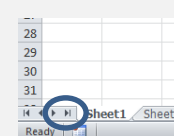
Move through sheets (downwards)

**Ctrl** & **PgDn**  
**Hold** **Press**



Move through sheets (upwards)

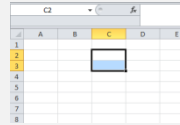
**Ctrl** & **PgUp**  
**Hold** **Press**



# Select an area of cells

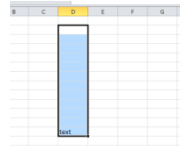
Extend the selection by one cell

**Shift** & **Arrow**  
**Hold** **Press**



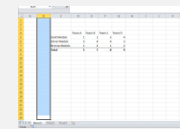
Extend the selection to the last non-blank cell

**Ctrl** & **Shift** & **Arrow**  
**Hold** **Hold** **Press**



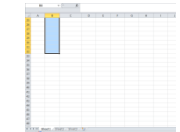
Extend the selection upwards (one screen)

**Shift** & **PgUp**  
**Hold** **Press**



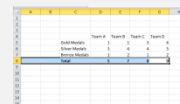
Extend the selection downwards (one screen)

**Shift** & **PgDn**  
**Hold** **Press**



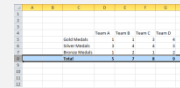
Extend the selection to the beginning of the row

**Shift** & **Home**  
**Hold** **Press**



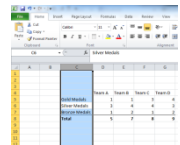
Select a row

**Shift** & **Spacebar**  
**Hold** **Press**



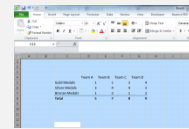
Select a column

**Ctrl** & **Spacebar**  
**Hold** **Press**



Select the entire sheet

**Ctrl** & **A**  
**Hold** **Press**



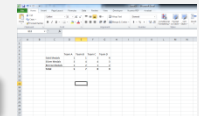
Select visible cells only

**Alt** & **;**  
**Hold** **Press**

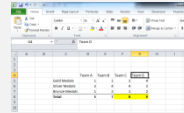


Select cells with comments

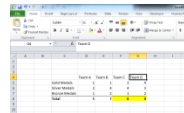
**Ctrl** & **Shift** & **O**  
**Hold** **Hold** **Press**



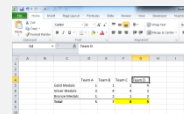
Edit cell  
**F2**  
**Press**



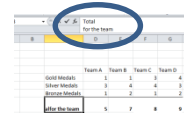
Repeat  
last operation  
**F4**  
**Press**



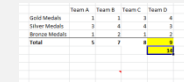
Repeat  
last operation  
(Redo)  
**Ctrl** & **Y**  
**Hold** **Press**



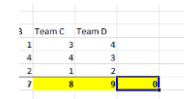
Type on a new  
line within the  
same cell  
**Alt** & **Enter**  
**Hold** **Press**



Obtain the same  
cell as above  
(fill down)  
**Ctrl** & **D**  
**Hold** **Press**



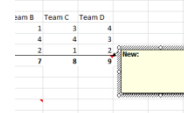
Obtain the same  
cell as the one  
to the left  
(fill right)  
**Ctrl** & **R**  
**Hold** **Press**



Delete text in  
the formula bar  
(until the end of  
the line)  
**Ctrl** & **Del**  
**Hold** **Press**



Create/Edit a  
comment  
**Shift** & **F2**  
**Hold** **Press**



# “Ctrl” shortcuts

Bold

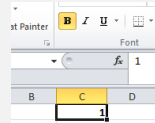
Ctrl

&

B

Hold

Press



Italic

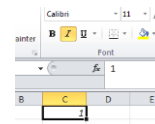
Ctrl

&

I

Hold

Press



Underline

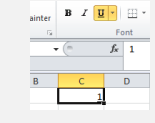
Ctrl

&

U

Hold

Press



Save

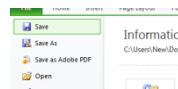
Ctrl

&

S

Hold

Press



Insert a  
cell, column,  
row

Ctrl

&

Shift

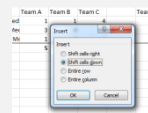
&

+

Hold

Hold

Press



Minimize  
workbook

Ctrl

&

F9

Hold

Press



Find

Ctrl

&

F

Hold

Press



Replace

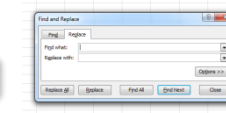
Ctrl

&

H

Hold

Press



Print

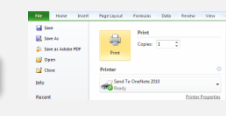
Ctrl

&

P

Hold

Press



Delete a  
cell, column,  
row

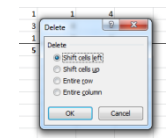
Ctrl

&

-

Hold

Press



Open a  
workbook

Ctrl

&

O

Hold

Press



Maximize  
workbook

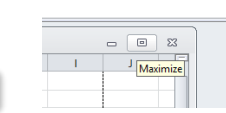
Ctrl

&

F10

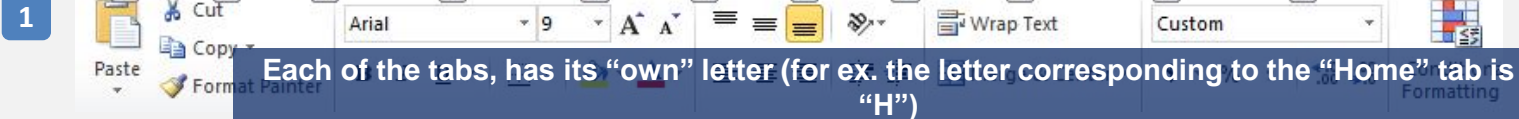
Hold

Press

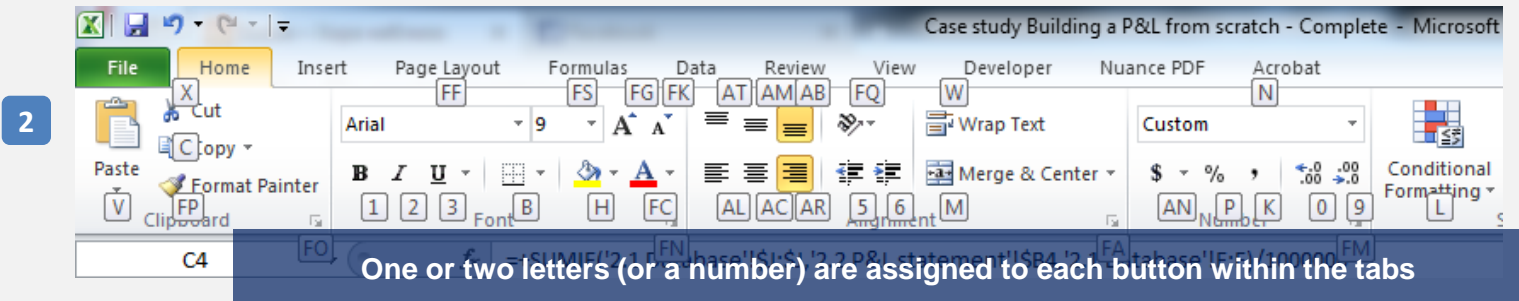


# The power of the “Alt” key

When we press the “Alt” button, we see the following:



Then after pressing “H”, we see the following:



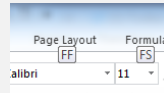
We are able to form many shortcuts using the “Alt” button. The ones that we use very frequently are rapidly memorized by our brain and we become much, much quicker in carrying out routine tasks (which is fundamental for solid Excel users)

# Combinations generated with “Alt”

365  Careers

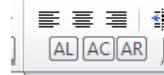
Select a  
font size

**Alt & H & FS**  
**Press Press Press**



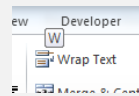
Align text

**Alt & H & AL/AC/AR**  
**Press Press Press**



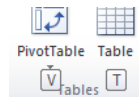
Wrap  
text

**Alt & H & W**  
**Press Press Press**



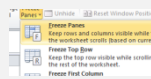
Insert a  
Pivot Table

**Alt & N & V**  
**Press Press Press**



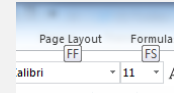
Freeze  
Panes

**Alt & W & F & F**  
**Press Press Press Press**



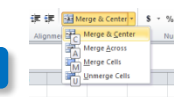
Select a  
font

**Alt & H & FF**  
**Press Press Press**



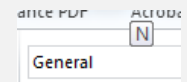
Merge &  
Center

**Alt & H & M & C**  
**Press Press Press Press**



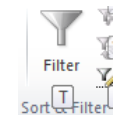
Change  
number  
format

**Alt & H & N**  
**Press Press Press**



Insert a  
filter

**Alt & A & T**  
**Press Press Press**



Insert a  
comment

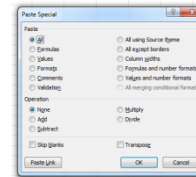
**Alt & R & FS**  
**Press Press Press**





# “Paste Special” shortcuts

**Alt + E + S**  
“Paste Special”



Paste  
Special  
Values

**Alt & E & S & V**  
**Press Press Press Press**

Paste  
Special  
Formulas

**Alt & E & S & F**  
**Press Press Press Press**

Paste  
Special  
Formats

**Alt & E & S & T**  
**Press Press Press Press**

Paste  
Special  
Formulas and  
number formats

**Alt & E & S & R**  
**Press Press Press Press**

Multiply by a  
copied cell

**Alt & E & S & M**  
**Press Press Press Press**

Divide by a  
copied cell

**Alt & E & S & I**  
**Press Press Press Press**

Transpose

**Alt & E & S & E**  
**Press Press Press Press**

Paste  
Special  
Column  
width

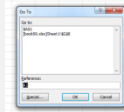
**Alt & E & S & W**  
**Press Press Press Press**

# Other shortcuts

"Go To"  
window

**F5**

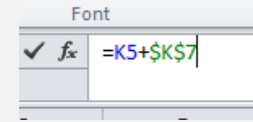
Press



Fix the row and  
column reference  
of a cell (in the  
formula bar)

**F4**

Press



"Select  
Special"

**F5**

Press

&

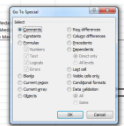
**Alt**

Hold

&

**S**

Press



Insert a blank  
sheet

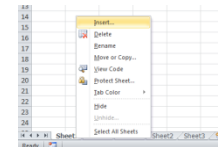
**Shift**

Hold

&

**F11**

Press



Save as

**F12**

Press



Select directly or  
indirectly  
connected cells

**Ctrl**

Hold

&

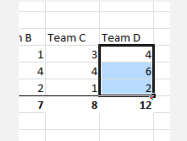
**Shift**

Hold

&

**{**

Press



Ungroup  
rows/columns

**Alt**

Hold

&

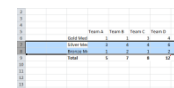
**Shift**

Hold

&

**Left  
Arrow**

Press



Group  
Rows/columns

**Ctrl**

Hold

&

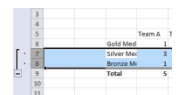
**Shift**

Hold

&

**Right  
arrow**

Press



Format  
cells

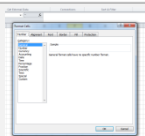
**Ctrl**

Hold

&

**1**

Press



Close  
Excel

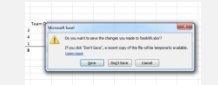
**Alt**

Hold

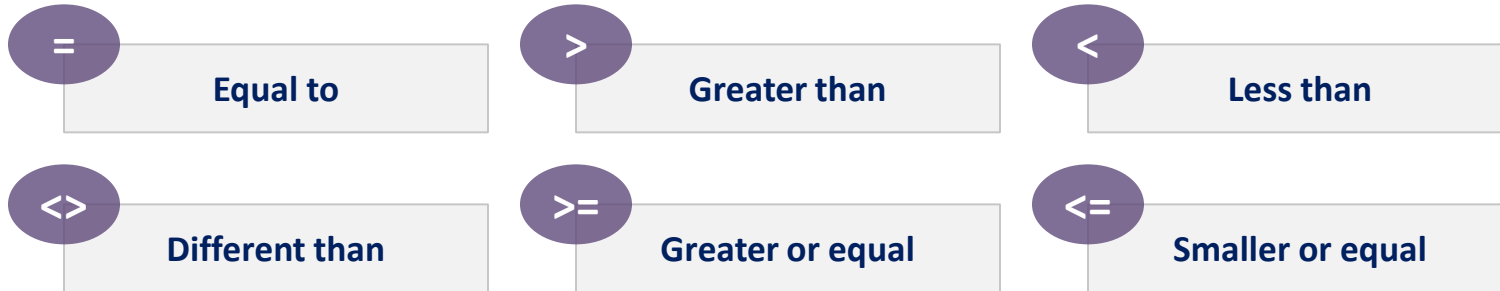
&

**F4**

Press



## Logical operators



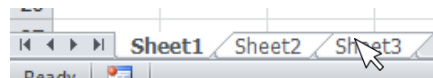
## Grouping of sheets

You can group worksheets, if you would like to edit multiple worksheets at the same time. When two or more sheets are grouped, every action that is carried on one of them is carried out at the other as well

**Shift** & **Left-click on a sheet**

**Hold**

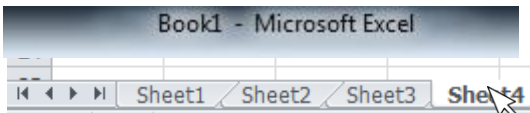
**Press**



*Hold the Shift button and click on the sheets that you would like to be grouped*

Book1 [Group] - Microsoft Excel

*Once you have grouped the sheets, the title of the workbook would indicate that you are operating in "Group" mode*



*In order to exit Group mode, you need to go to a sheet which was not included in the Grouping. The "[Group]" sign at the top of the workbook will immediately disappear*

**! Please, use this functionality very carefully! It is possible to forget that you are still operating under "Group" mode. Be careful not to do that. !**