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 **Home** 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
Choose a fill color.	Alt+H, H
Cut selection.	Ctrl+X
Go to the **Insert** tab.	Alt+N
Apply bold formatting.	Ctrl+B
Center align cell contents.	Alt+H, A, C

To do this	Press
Go to the **Page Layout** tab.	Alt+P
Go to the **Data** tab.	Alt+A
Go to the **View** tab.	Alt+W
Open the context menu.	Shift+F10 or Windows Menu key
Add borders.	Alt+H, B
Delete column.	Alt+H, D, C
Go to the **Formula** tab.	Alt+M
Hide the selected rows.	Ctrl+9
Hide the selected columns.	Ctrl+0

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 **Tell me** or **Search** field on the ribbon and type a search term for assistance or Help content.	Alt+Q, then enter the search term.
Open the **File menu**.	Alt+F
Open the **Home** tab and format text and numbers and use the Find tool.	Alt+H
Open the **Insert** tab and insert PivotTables, charts, add-ins, Sparklines, pictures, shapes, headers, or text boxes.	Alt+N
Open the **Page Layout** tab and work with themes, page setup, scale, and alignment.	Alt+P
Open the **Formulas** tab and insert, trace, and customize functions and calculations.	Alt+M

To do this	Press
Open the **Data** tab and connect to, sort, filter, analyze, and work with data.	Alt+A
Open the **Review** tab and check spelling, add notes and threaded comments, and protect sheets and workbooks.	Alt+R
Open the **View** tab and preview page breaks and layouts, show and hide gridlines and headings, set zoom magnification, manage windows and panes, and view macros.	

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

To do this	Press
Move down, up, left, or right, respectively, among the items on the ribbon.	Arrow keys
Show the tooltip for the ribbon element currently in focus.	Ctrl+Shift+F10
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
Move to the edge of the current data region in a worksheet.	Ctrl+Arrow key
Enter the **End** mode, move to the next nonblank cell in the same column or row as the active cell, and turn off **End** 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

To do this	Press
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 **Format Cells** dialog box.	Ctrl+1
Format fonts in the **Format Cells** 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 **Insert** dialog box to insert blank cells.	Ctrl+Shift+Plus sign (+)
Open the **Delete** 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 (`)

To do this	Press
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 **Paste Special** 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 (&)
Remove the outline border from the selected cells.	Ctrl+Shift+Underscore (_)
Display or hide the outline symbols.	Ctrl+8
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
Apply the **General** number format.	Ctrl+Shift+Tilde sign (~)

To do this	Press
Apply the **Currency** format with two decimal places (negative numbers in parentheses).	Ctrl+Shift+Dollar sign ($)
Apply the **Percentage** format with no decimal places.	Ctrl+Shift+Percent sign (%)
Apply the **Scientific** number format with two decimal places.	Ctrl+Shift+Caret sign (^)
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 (!)
Open the **Insert hyperlink** dialog box.	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
Display the **Create Table** dialog box.	Ctrl+L or Ctrl+T
Open the **Workbook Statistics** dialog box.	Ctrl+Shift+G

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

To do this	Press
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
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
Turn on or off tooltips for checking formulas directly in the formula bar or in the cell you're editing.	Ctrl+Alt+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
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

To do this	Press
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 **Error Checking** button.	Alt+Shift+F10
Display the **Function Arguments** 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 **AutoSum** formula	Alt+Equal sign (=)
Invoke Flash Fill 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 **Chart** sheet.	F11
Define a name to use in references.	Alt+M, M, D
Paste a name from the **Paste Name** 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

To do this	Press
Create, run, edit, or delete a macro.	Alt+F8
Open the **Microsoft Visual Basic For Applications Editor**.	Alt+F11
Open the **Power Query Editor**	Alt+F12

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

To do this	Press
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 **AutoFilter Menu** dialog box.	Alt+Down arrow key
Open the **Go To** dialog box.	F5

Function keys

Key	Description
F1	- F1 alone: displays the Excel **Help** task pane. - Ctrl+F1: displays or hides the ribbon. - Alt+F1: creates an embedded chart of the data in the current range. - Alt+Shift+F1: inserts a new worksheet. - Ctrl+Shift+F1: toggles full screen mode
F2	- 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. - Shift+F2: adds or edits a cell note. - Ctrl+F2: displays the print preview area on the **Print** tab in the Backstage view.
F3	- F3 alone: displays the **Paste Name** dialog box. Available only if names have been defined in the workbook. - Shift+F3: displays the **Insert Function** dialog box.
F4	- F4 alone: repeats the last command or action, if possible. When a cell reference or range is selected in a formula, F4 cycles through all the various combinations of absolute and relative references. - Ctrl+F4: closes the selected workbook window. - Alt+F4: closes Excel.

Key	Description
F5	- F5 alone: displays the **Go To** dialog box. - Ctrl+F5: restores the window size of the selected workbook window.
F6	- F6 alone: switches between the worksheet, ribbon, task pane, and **Zoom** controls. In a worksheet that has been split, F6 includes the split panes when switching between panes and the ribbon area. - Shift+F6: switches between the worksheet, **Zoom** controls, task pane, and ribbon. - Ctrl+F6: switches between two Excel windows. - Ctrl+Shift+F6: switches between all Excel windows.
F7	- F7 alone: Opens the **Spelling** dialog box to check spelling in the active worksheet or selected range. - Ctrl+F7: performs the **Move** 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.
F8	- F8 alone: turns extend mode on or off. In extend mode, **Extended Selection** appears in the status line, and the arrow keys extend the selection. - Shift+F8: enables you to add a non-adjacent cell or range to a selection of cells by using the arrow keys. - Ctrl+F8: performs the **Size** command when a workbook is not maximized. - Alt+F8: displays the **Macro** dialog box to create, run, edit, or delete a macro.
F9	- F9 alone: calculates all worksheets in all open workbooks. - Shift+F9: calculates the active worksheet.

Key	Description
	▪ Ctrl+Alt+F9: calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation. ▪ 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. ▪ Ctrl+F9: minimizes a workbook window to an icon.
F10	▪ F10 alone: turns key tips on or off. (Pressing Alt does the same thing.) ▪ Shift+F10: displays the context menu for a selected item. ▪ Alt+Shift+F10: displays the menu or message for an **Error Checking** button. ▪ Ctrl+F10: maximizes or restores the selected workbook window.
F11	▪ F11 alone: creates a chart of the data in the current range in a separate **Chart** sheet. ▪ Shift+F11: inserts a new worksheet. ▪ Alt+F11: opens the **Microsoft Visual Basic For Applications Editor**, in which you can create a macro by using Visual Basic for Applications (VBA).
F12	▪ F12 alone: displays the **Save As** dialog box.