Skill Course

MS Excel

Keyboard

Shortcuts

WORK FASTER AND MORE EFFICIENTLY WITH THESE MS EXCEL SHORTCUTS.

Below is a huge list of MS Excel keyboard shortcuts you can use to work faster. Scroll through the list or use the Index to quickly go to the section you want.

How To Read The List

Where shortcut keys must be pressed together they will be shown like this

Ctrl + **C**

which means press CTRL and C together.

Where keys must be pressed one after the other they will be shown like this

Alt + **O** , **H** **R**

which means press Alt and O together, then release those keys and press H, then R.

INDEX

General	
Open Help	F1
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Copy selection	Ctrl + C
Repeat last action	F4
Cut selection	Ctrl + X
Paste content from clipboard	Ctrl + V
Display the Paste Special dialog box	Ctrl + Alt + V
Display find and replace with Find tab selected	Ctrl + F
Display find and replace with Replace tab selected	Ctrl + H
Find previous match (after initial Find)	Ctrl + Shift + F4
Find next match (after initial Find)	Shift + F4
Insert embedded chart	Alt + F1
Insert chart in new sheet	F11
Toggle Autofilter	Ctrl + Shift + L
Activate filter	Alt + ↓
Create table	Ctrl + T

Select table row	**Shift** + **Space**

General - Continued

Select table column	**Ctrl** + **Space**
Select table (when active cell is in table) OR Select all	**Ctrl** + **A**
Clear slicer filter	**Alt** + **C**
Run Spellcheck	**F7**
Open Thesaurus	**Shift** + **F7**
Open Macro dialog box	**Alt** + **F8**
Open VBA Editor	**Alt** + **F11**
Duplicate object	**Ctrl** + **D**
Snap to grid (whilst dragging)	**Alt**
Hide or show objects	**Ctrl** + **6**
Open Modify Cell Style dialog box	**Alt** + **'**
Show right-click menu	**Shift** + **F10**
Display control menu	**Alt** + **Space**
Go to	**Ctrl** + **G** OR **F5**
Calc Auto/Manual	**Ctrl** + **J**
Close Window	**Ctrl** + **W**
Next Pane (if split)	**F6**

Activate menu bar	F10

Worksheet	Back To Index
Insert new worksheet	Shift + F11
Go to next worksheet	Ctrl + PgDn
Go to previous worksheet	Ctrl + PgUp
Rename current worksheet	Alt + O , H R
Delete current worksheet	Alt + E , L
Move current worksheet	Alt + E , M
Move between the worksheet, Ribbon, task pane and zoom controls in a worksheet that has been split	F6 OR Shift + F6
Select adjacent worksheets	Ctrl + Shift + PgUp/PgDown
Select non-adjacent worksheets	Ctrl + Click
Toggle scroll lock	ScrLk
Toggle full screen	Ctrl + Shift + F1
Print	Ctrl + P
Open print preview window	Ctrl + F2
Set print area	Alt + P , R S
Clear print area	Alt + P , R C

Zoom in	**Ctrl** + **Mouse Wheel UP**
Zoom out	**Ctrl** + **Mouse Wheel Down**
Protect sheet	**Alt** + **R** , **P** **S**

Workbook	Back To Index
Create new workbook	**Ctrl** + **N**
Open workbook	**Ctrl** + **O**
Save workbook	**Ctrl** + **S**
Save as	**F12**
Go to next workbook	**Ctrl** + **Tab**
Go to previous workbook	**Ctrl** + **Shift** + **Tab**
Minimize current workbook window	**Ctrl** + **F9**
Maximize current workbook window	**Ctrl** + **F10**
Protect workbook	**Alt** + **R** , **P** **W**
Close current workbook	**Ctrl** + **F4**
Close Excel	**Alt** + **F4**

Ribbon	Back To Index
Expand or collapse ribbon	**Ctrl** + **F1**
Activate access keys	**Alt**

Move through Ribbon tabs and groups	→ ← ↑ ↓
Activate or open selected control	Space **OR** Enter
Confirm control change	Enter

Drag and Drop (After Selecting Cells)	Back To Index
Drag and cut	Drag
Drag and copy	Ctrl + Drag
Drag and insert	Shift + Drag
Drag and insert copy	Ctrl + Shift + Drag
Drag to worksheet	Alt + Drag
Drag to duplicate worksheet	Ctrl + Drag

Active Cell	Back To Index
Select active cell (when multiple cells already selected)	Shift + Backspace
Show the active cell on worksheet	Ctrl + Backspace
Move active cell clockwise to corners of selection	Ctrl + .
Move active cell down in selection - wrap to next column	Enter
Move active cell up in selection - wrap to previous column	Shift + Enter
Move active cell right in a selection - wrap to next row	Tab

Move active cell left in a selection - wrap to previous row	**Shift** + **Tab**

Navigation	Back To Index
Move one cell right	→
Move one cell left	←
Move one cell up	↑
Move one cell down	↓
Move one screen right	**Alt** + PgDn
Move one screen left	**Alt** + PgUp
Move one screen up	PgUp
Move one screen down	PgDn
Move to right edge of data region	**Ctrl** + →
Move to left edge of data region	**Ctrl** + ←
Move to top edge of data region	**Ctrl** + ↑
Move to bottom edge of data region	**Ctrl** + ↓
Move to beginning of row	Home
Move to last cell in worksheet that contains data	**Ctrl** + End
Move to first cell in worksheet	**Ctrl** + Home
Turn End mode on	End

Selection

Select entire row	**Shift** + **Space**
Select entire column	**Ctrl** + **Space**
Select current region if worksheet contains data. Press again to select current region and summary rows. Press again to select entire worksheet.	**Ctrl** + **A**
Expand selection	**Shift** + **Click**
Add non-adjacent cells to selection	**Ctrl** + **Click**
Move right between non-adjacent selections	**Ctrl** + **Alt** + →
Move left between non-adjacent selections	**Ctrl** + **Alt** + ←
Toggle 'Add to Selection' mode	**Shift** + **F8**
Exit 'Add to Selection' mode	**Esc**

Extend Selection

Extend selection right	**Shift** + →
Extend selection left	**Shift** + ←
Extend selection up	**Shift** + ↑
Extend selection down	**Shift** + ↓

Extend the selection to the last cell on the right that contains data, or to the next cell that contains data, or to the last column	**Ctrl** + **Shift** + **→**
Extend the selection to the last cell on the left that contains data, or to the next cell that contains data, or to the first column	**Ctrl** + **Shift** + **←**
Extend the selection to the last cell up that contains data, or to the next cell that contains data, or to the first row	**Ctrl** + **Shift** + **↑**
Extend the selection to the last cell down that contains data, or to the next cell that contains data, or to the last row	**Ctrl** + **Shift** + **↓**
Extend selection up one screen	**Shift** + **PgUp**
Extend selection down one screen	**Shift** + **PgDn**
Extend selection right one screen	**Alt** + **Shift** + **PgDn**
Extend selection left one screen	**Alt** + **Shift** + **PgUp**
Extend selection to start of row(s)	**Shift** + **Home**
Extend selection to first cell in worksheet	**Ctrl** + **Shift** + **Home**
Extend selection to last cell in worksheet	**Ctrl** + **Shift** + **End**
Toggle 'Extend Selection' mode	**F8**
Cancel 'Extend Selection' mode	**Esc**

Select Special

Display 'Go To' dialog box	**Ctrl** + **G** OR **F5**
Select cells with comments	**Ctrl** + **Shift** + **O**
Select current region around active cell	**Ctrl** + **Shift** + *****
Select current region	**Ctrl** + **A**
Select direct precedents	**Ctrl** + **[**
Select all precedents	**Ctrl** + **Shift** + **{**
Select direct dependents	**Ctrl** + **]**
Select all dependents	**Ctrl** + **Shift** + **}**
Select visible cells only	**Alt** + **;**

Cell Edit Mode

Edit the active cell	**F2**
Insert or edit comment	**Shift** + **F2**
Delete comment	**Shift** + **F10** , **M**
Cancel editing	**Esc**
Select one character right	**Shift** + **→**
Select one character left	**Shift** + **←**
Move one word right	**Ctrl** + **→**

Move one word left	Ctrl + ←
Select one word right	Ctrl + Shift + →
Select one word left	Ctrl + Shift + ←
Select to beginning of cell	Shift + Home
Select to end of cell	Shift + End

Cell Edit Mode - Continued	Back To Index
Delete to end of line	Ctrl + Delete
Delete character to left of cursor	Backspace
Delete character to right of cursor	Delete
Start a new line in the same cell	Alt + Enter

Entering Data	Back To Index
Enter data and move down	Enter
Enter data and move up	Shift + Enter
Enter data and move right	Tab
Enter data and move left	Shift + Tab

Enter data and stay in same cell	**Ctrl** + **Enter**
Enter same data in multiple cells (after copying, then selecting cells)	**Enter**
Insert current date	**Ctrl** + **;**
Insert current time	**Ctrl** + **Shift** + **:**
Fill down from cell above	**Ctrl** + **D**
Fill right from cell on left	**Ctrl** + **R**
Copy formula from cell above (formula is exact copy)	**Ctrl** + **'**
Copy value from cell above	**Ctrl** + **Shift** + **"**
Insert hyperlink	**Ctrl** + **K**
Display AutoComplete list	**Alt** + **↓**
Flash fill	**Ctrl** + **E**

Number Formatting	Back To Index
Apply general format	**Ctrl** + **Shift** + **~**
Apply number format	**Ctrl** + **Shift** + **!**
Apply time format	**Ctrl** + **Shift** + **@**

Apply date format	Ctrl + Shift + #
Apply currency format	Ctrl + Shift + $
Apply percentage format	Ctrl + Shift + %
Apply scientific format	Ctrl + Shift + ^

Formatting	Back To Index
Format cells	Ctrl + 1
Display Format Cells with Font tab selected	Ctrl + Shift + F
Apply or remove bold	Ctrl + B
Apply or remove italics	Ctrl + I
Apply or remove underscore	Ctrl + U
Apply or remove strikethrough	Ctrl + 5
Align center	Alt + H , A C
Align left	Alt + H , A L
Align right	Alt + H , A R
Indent	Alt + H , 6
Remove indent	Alt + H , 5
Wrap text	Alt + H , W
Align top	Alt + H , A T

Align middle	`Alt` + `H` , `A` `M`
Align bottom	`Alt` + `H` , `A` `B`
Increase font size one step	`Alt` + `H` , `F` `G`
Decrease font size one step	`Alt` + `H` , `F` `K`

Formulas	Back To Index
Begin entering a formula	`=` OR `+`
Toggle absolute and relative references (in cell edit mode)	`F4`
Open the Insert Function Dialog Box	`Shift` + `F3`
Autosum	`Alt` + `=`
Toggle displaying formulas on and off	`Ctrl` + `` ` ``
Insert function arguments	`Ctrl` + `Shift` + `A`
Enter array formula	`Ctrl` + `Shift` + `Enter`
Calculate worksheets	`F9`
Calculate active worksheet	`Shift` + `F9`
Force calculate all worksheets	`Ctrl` + `Alt` + `F9`
Evaluate part of a formula (in cell edit mode)	`F9`
Expand or collapse the formula bar	`Ctrl` + `Shift` + `U`
Display function arguments dialog box	`Ctrl` + `A`

Open Name Manager	**Ctrl** + **F3**
Create name from values in row(s)/column(s)	**Ctrl** + **Shift** + **F3**
Paste the name into the formula	**F3**
Accept function with autocomplete	**Tab**

Borders

Open list of border styles from Ribbon	**Alt** + **H** , **B**
Add border around selected cells	**Ctrl** + **Shift** + **&**
Add or remove right border	**Alt** + **H** , **B** **R**
Add or remove left border	**Alt** + **H** , **B** **L**
Add or remove top border	**Alt** + **H** , **B** **P**
Add or remove bottom border	**Alt** + **H** , **B** **O**
Add all borders to all cells in selection	**Alt** + **H** , **B** **A**
Remove borders	**Ctrl** + **Shift** + **-**

Rows and Columns

Display Insert Dialog box	**Ctrl** + **+**
Insert selected number of rows	**Ctrl** + **+**
Insert selected number of columns	**Ctrl** + **+**

Display Delete dialog box	**Ctrl** + **-**
Delete selected number of rows	**Ctrl** + **-**
Delete selected number of columns	**Ctrl** + **-**
Delete contents of selected cells	**Delete**
Hide columns	**Ctrl** + **0**
Hide rows	**Ctrl** + **9**
Unhide rows	**Ctrl** + **Shift** + **9**
Group rows or columns (with rows/columns selected)	**Alt** + **Shift** + **→**
Ungroup rows or columns (with rows/columns selected)	**Alt** + **Shift** + **←**
Open Group Dialog Box (no rows/cols selected)	**Alt** + **Shift** + **→**
Open Ungroup Dialog Box	**Alt** + **Shift** + **←**
Hide or show outline symbols	**Ctrl** + **8**

Pivot Tables	Back To Index
Create pivot table	**Alt** + **N** , **V**
Select entire pivot table	**Ctrl** + **A**
Group pivot table items	**Alt** + **Shift** + **→**
Ungroup pivot table items	**Alt** + **Shift** + **←**

Hide (filter out) pivot table item	Ctrl + -
Unhide (clear filter on) pivot table item	Alt + H , S C
Insert pivot chart	Alt + N , S Z C

Dialog Boxes	Back To Index
Move to the next control	Tab
Move to the previous control	Shift + Tab
Move to the next tab	Ctrl + Tab
Move to the previous tab	Ctrl + Shift + Tab
Accept and apply	Enter
Check and uncheck the box	Space
Cancel and close the dialog box	Esc

Further Resources

We provide free resources you can use including blog and online typing software.

We also have paid, online courses which will teach you everything from the basics of Excel, or make you an Expert in things like Power BI, Power Query, and Dashboards.

Free Resources	
Blog	https://learnmoreindia.in/blogs/