



- SPACEBAR:** CTRL+SPACEBAR selects an entire column  
SHIFT+SPACEBAR selects an entire row  
CTRL+SHIFT+SPACEBAR selects the entire worksheet
- 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
  - When an object is selected, CTRL+SHIFT+SPACEBAR selects all objects on a worksheet
- ALT+SPACEBAR displays the Control menu for the Microsoft Office Excel window
- TAB:** SHIFT+TAB moves to the previous cell in a worksheet or the previous option in a dialog box
- CTRL+TAB switches to the next tab in dialog box
  - CTRL+SHIFT+TAB switches to the previous tab in a dialog box



# ADVANCED EXCEL

KEYBOARD SHORTCUTS



**F4:** During formula typing, adjusts the reference type, abs to relative, otherwise repeats last action

**CTRL+;/::** Inserts current date

**CTRL+”/”:** Copies value from cell above to current cell

**SHIFT+F2:** Edits a cell comment

**ALT+F8:** Opens macro dialog box

**ALT++/=:** Auto sum selected cells and places values in cells beneath

**CTRL+SHIFT+\$/4:** Currency formats current cell

**CTRL+SHIFT+&/7:** Applies outline border to selected cells

**CTRL+SHIFT+!/1:** Comma formats current cell

**SHIFT+CTRL+F:** Activates font drop list

**SHIFT+CTRL+P:** Activates font point size drop down list





# ADVANCED EXCEL

KEYBOARD SHORTCUTS



**Arrow keys:** Move one cell up,down,left or right in a worksheet.

CTRL+ARROW KEY moves to the edge of the current data region in a worksheet

SHIFT+ARROW KEY extends the selection of cells by one cell

**BACKSPACE:** Deletes one character to the left in the Formula bar

Also clears the contents of the active cell

In cell editing mode, it deletes the character to the left of the insertion point

**DELETE:** Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments  
In cell editing mode. it deletes the character to the right of the insertion point



# ADVANCED EXCEL

KEYBOARD SHORTCUTS



**F1:** ALT+F1 creates a chart of the data in the current range

ALT+SHIFT+F1 inserts a new worksheet

**F2:** Shift+F2 adds or edits a cell comment

CTRL+F2 displays the Print Preview window

**F3:** Displays the Paste Name dialog box

SHIFT+F3 displays the Insert Function dialog box





# ADVANCED EXCEL

KEYBOARD SHORTCUTS



**CTRL+SHIFT:** Removes the outline border from the selected cells.

**CTRL+SHIFT+\*:** Selects the current region around the active cell (the data area enclosed by blank rows and blank columns)

In a PivotTable, it selects the entire PivotTable report

**CTRL+SHIFT+::** Enters the current time

**CTRL+SHIFT+”:** Copies the value from the cell above the active cell into the cell or the Formula bar



# ADVANCED EXCEL

KEYBOARD SHORTCUTS



**CTRL+6:** Alternates between hiding objects, displaying objects and displaying placeholders

**CTRL+8:** Displays or hides the outline symbols

**CTRL+9:** Hides the selected rows

**CTRL+0:** Hides the selected columns





**END:** CTRL+END moves to the last cell on a worksheet, in 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

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

**ENTER:** ALT+ENTER starts a new line in the same cell

CTRL+ENTER fills the selected cell range with the current entry

SHIFT+ENTER completes a cell entry and selects the cell above

**ESC:** Cancels an entry in the cell of Formula bar.

Closes an open menu or submenu, dialog box or message window

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



**F4:** Repeats the last command or action if possible

When a cell reference or range is selected in a formula. F4 cycles through the various combinations of absolute and relative references

CTRL+f4 closes the selected workbook window

**F5:** Displays the Go To dialog box

CTRL+F5 restores the window size of the selected workbook window

**F6:**SHIFT+F6 switches between the worksheet, Zoom controls, task panel, and Ribbon.

CTRL+F6 switches to the next workbook window when more than one workbook window is open





# ADVANCED **EXCEL** KEYBOARD SHORTCUTS



**CTRL+F5:** XL, Restore window size

**CTRL+F6:** Next workbook window

**CTRL+SHIFT+F6:** Previous workbook window

**CTRL+F9:** To minimize workbook

**CTRL+F11:** To open VBE

**CTRL+SHIFT+F6:** For previous window

**CTRL+SHIFT+F1:** To open new worksheet

**CTRL+O:** To open workbook

**CTRL+SHIFT+TAB:** To active previous  
workbook

**CTRL+N:** To create new workbook



# ADVANCED EXCEL

KEYBOARD SHORTCUTS



**CTRL+Pg Up:** Switches between worksheet tabs, from left-to-right

**CTRL+ Pg Dn:** Switches between worksheet tabs, from right-to-left

**CTRL+SHIFT+(:** Unhides any hidden rows within the selection

**CTRL+SHIFT+):** Unhides any hidden columns within the selection