

Type	To do this	Press
Frequently used shortcuts	Close a workbook	Ctrl+W
Frequently used shortcuts	Open a workbook	Ctrl+O
Frequently used shortcuts	Go to the Home tab	Alt+H
Frequently used shortcuts	Save a workbook	Ctrl+S
Frequently used shortcuts	Copy	Ctrl+C
Frequently used shortcuts	Paste	Ctrl+V
Frequently used shortcuts	Undo	Ctrl+Z
Frequently used shortcuts	Remove cell contents	Delete
Frequently used shortcuts	Choose a fill color	Alt+H, H
Frequently used shortcuts	Cut	Ctrl+X
Frequently used shortcuts	Go to Insert tab	Alt+N
Frequently used shortcuts	Bold	Ctrl+B
Frequently used shortcuts	Center align cell contents	Alt+H, A, C
Frequently used shortcuts	Go to Page Layout tab	Alt+P
Frequently used shortcuts	Go to Data tab	Alt+A
Frequently used shortcuts	Go to View tab	Alt+W
Frequently used shortcuts	Open context menu	Shift+F10, or
Frequently used shortcuts		Context key
Frequently used shortcuts	Add borders	Alt+H, B
Frequently used shortcuts	Delete column	Alt+H, D, C
Frequently used shortcuts	Go to Formula tab	Alt+M
Frequently used shortcuts	Hide the selected rows	Ctrl+9
Frequently used shortcuts	Hide the selected columns	Ctrl+0
Ribbon keyboard shortcuts	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.
Ribbon keyboard shortcuts	Open the File page and use Backstage view.	Alt+F
Ribbon keyboard shortcuts	Open the Home tab and format text and numbers and use the Find tool.	Alt+H
Ribbon keyboard shortcuts	Open the Insert tab and insert PivotTables, charts, add-ins, Sparklines, pictures, shapes, headers, or text boxes.	Alt+N
Ribbon keyboard shortcuts	Open the Page Layout tab and work with themes, page setup, scale, and alignment.	Alt+P
Ribbon keyboard shortcuts	Open the Formulas tab and insert, trace, and customize functions and calculations.	Alt+M
Ribbon keyboard shortcuts	Open the Data tab and connect to, sort, filter, analyze, and work with data.	Alt+A
Ribbon keyboard shortcuts	Open the Review tab and check spelling, add notes and threaded comments, and protect sheets and workbooks.	Alt+R
Ribbon keyboard shortcuts	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.	Alt+W
Work in the ribbon with the keyboard	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.
Work in the ribbon with the keyboard	Move the focus to commands on the ribbon.	Tab key or Shift+Tab
Work in the ribbon with the keyboard	Move down, up, left, or right, respectively, among the items on the Ribbon.	Arrow keys
Work in the ribbon with the keyboard	Activate a selected button.	Spacebar or Enter
Work in the ribbon with the keyboard	Open the list for a selected command.	Down arrow key
Work in the ribbon with the keyboard	Open the menu for a selected button.	Alt+Down arrow key

Type	To do this	Press
Work in the ribbon with the keyboard	When a menu or submenu is open, move to the next command.	Down arrow key
Work in the ribbon with the keyboard	Expand or collapse the ribbon.	Ctrl+F1
Work in the ribbon with the keyboard	Open a context menu.	Shift+F10
Work in the ribbon with the keyboard		Or, on a Windows keyboard, the Context key (between the right Alt and right Ctrl keys)
Work in the ribbon with the keyboard		
Work in the ribbon with the keyboard	Move to the submenu when a main menu is open or selected.	Left arrow key
Keyboard shortcuts for navigating in cells	Move to the previous cell in a worksheet or the previous option in a dialog.	Shift+Tab
Keyboard shortcuts for navigating in cells	Move one cell up in a worksheet.	Up arrow key
Keyboard shortcuts for navigating in cells	Move one cell down in a worksheet.	Down arrow key
Keyboard shortcuts for navigating in cells	Move one cell left in a worksheet.	Left arrow key
Keyboard shortcuts for navigating in cells	Move one cell right in a worksheet.	Right arrow key
Keyboard shortcuts for navigating in cells	Move to the edge of the current data region in a worksheet.	Ctrl+Arrow key
Keyboard shortcuts for navigating in cells	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
Keyboard shortcuts for navigating in cells	Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.	Ctrl+End
Keyboard shortcuts for navigating in cells	Extend the selection of cells to the last used cell on the worksheet (lower-right corner).	Ctrl+Shift+End
Keyboard shortcuts for navigating in cells	Move to the cell in the upper-left corner of the window when Scroll Lock is turned on.	Home+Scroll Lock
Keyboard shortcuts for navigating in cells	Move to the beginning of a worksheet.	Ctrl+Home
Keyboard shortcuts for navigating in cells	Move one screen down in a worksheet.	Page Down
Keyboard shortcuts for navigating in cells	Move to the next sheet in a workbook.	Ctrl+Page Down
Keyboard shortcuts for navigating in cells	Move one screen to the right in a worksheet.	Alt+Page Down
Keyboard shortcuts for navigating in cells	Move one screen up in a worksheet.	Page Up
Keyboard shortcuts for navigating in cells	Move one screen to the left in a worksheet.	Alt+Page Up
Keyboard shortcuts for navigating in cells	Move to the previous sheet in a workbook.	Ctrl+Page Up
Keyboard shortcuts for navigating in cells	Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.	Tab key
Keyboard shortcuts for navigating in cells	Open the list of validation choices on a cell that has data validation option applied to it.	Alt+Down arrow key
Keyboard shortcuts for navigating in cells	Cycle through floating shapes, such as text boxes or images.	Ctrl+Alt+5, then the Tab key repeatedly
Keyboard shortcuts for navigating in cells	Exit the floating shape navigation and return to the normal navigation.	Esc

Type	To do this	Press
Keyboard shortcuts for navigating in cells	Scroll horizontally.	Ctrl+Shift, then scroll your mouse wheel up to go left, down to go right
Keyboard shortcuts for navigating in cells	Zoom in.	CTRL+ALT+=
Keyboard shortcuts for navigating in cells	Zoom out.	CTRL+ALT+-
Keyboard shortcuts for formatting cells	Open the Format Cells dialog.	Ctrl+1
Keyboard shortcuts for formatting cells	Format fonts in the Format Cells dialog.	Ctrl+Shift+F or Ctrl+Shift+P
Keyboard shortcuts for formatting cells	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 arrow keys to create a reference.	F2
Keyboard shortcuts for formatting cells	Insert a note	Shift+F2
Keyboard shortcuts for formatting cells	Open and edit a cell note	Shift+F2
Keyboard shortcuts for formatting cells	Insert a threaded comment	Ctrl+Shift+F2
Keyboard shortcuts for formatting cells	Open and reply to a threaded comment	Ctrl+Shift+F2
Keyboard shortcuts for formatting cells	Open the Insert dialog to insert blank cells.	Ctrl+Shift+Plus sign (+)
Keyboard shortcuts for formatting cells	Open the Delete dialog to delete selected cells.	Ctrl+Minus sign (-)
Keyboard shortcuts for formatting cells	Enter the current time.	Ctrl+Shift+colon (:)
Keyboard shortcuts for formatting cells	Enter the current date.	Ctrl+semi-colon (;)
Keyboard shortcuts for formatting cells	Switch between displaying cell values or formulas in the worksheet.	Ctrl+grave accent (`)
Keyboard shortcuts for formatting cells	Copy a formula from the cell above the active cell into the cell or the Formula Bar.	Ctrl+apostrophe (')
Keyboard shortcuts for formatting cells	Move the selected cells.	Ctrl+X
Keyboard shortcuts for formatting cells	Copy the selected cells.	Ctrl+C
Keyboard shortcuts for formatting cells	Paste content at the insertion point, replacing any selection.	Ctrl+V
Keyboard shortcuts for formatting cells	Open the Paste Special dialog.	Ctrl+Alt+V
Keyboard shortcuts for formatting cells	Italicize text or remove italic formatting.	Ctrl+I or Ctrl+3
Keyboard shortcuts for formatting cells	Bold text or remove bold formatting.	Ctrl+B or Ctrl+2
Keyboard shortcuts for formatting cells	Underline text or remove underline.	Ctrl+U or Ctrl+4
Keyboard shortcuts for formatting cells	Apply or remove strikethrough formatting.	Ctrl+5
Keyboard shortcuts for formatting cells	Switch between hiding objects, displaying objects, and displaying placeholders for objects.	Ctrl+6
Keyboard shortcuts for formatting cells	Apply an outline border to the selected cells.	Ctrl+Shift+ampersand (&)
Keyboard shortcuts for formatting cells	Remove the outline border from the selected cells.	Ctrl+Shift+underline (_)
Keyboard shortcuts for formatting cells	Display or hide the outline symbols.	Ctrl+8
Keyboard shortcuts for formatting cells	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
Keyboard shortcuts for formatting cells	Apply the General number format.	Ctrl+Shift+tilde sign (~)
Keyboard shortcuts for formatting cells	Apply the Currency format with two decimal places (negative numbers in parentheses).	Ctrl+Shift+dollar sign (\$)

Type	To do this	Press
Keyboard shortcuts for formatting cells	Apply the Percentage format with no decimal places.	Ctrl+Shift+percent sign (%)
Keyboard shortcuts for formatting cells	Apply the Scientific number format with two decimal places.	Ctrl+Shift+caret sign (^)
Keyboard shortcuts for formatting cells	Apply the Date format with the day, month, and year.	Ctrl+Shift+number sign (#)
Keyboard shortcuts for formatting cells	Apply the Time format with the hour and minute, and AM or PM.	Ctrl+Shift+at sign (@)
Keyboard shortcuts for formatting cells	Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	Ctrl+Shift+exclamation point (!)
Keyboard shortcuts for formatting cells	Open the Insert hyperlink dialog.	Ctrl+K
Keyboard shortcuts for formatting cells	Check spelling in the active worksheet or selected range.	F7
Keyboard shortcuts for formatting cells	Display the Quick Analysis options for selected cells that contain data.	Ctrl+Q
Keyboard shortcuts for formatting cells	Display the Create Table dialog.	Ctrl+L or Ctrl+T
Keyboard shortcuts for formatting cells	Open the Workbook Statistics dialog.	Ctrl+Shift+G
Keyboard shortcuts in the Paste Special dialog in Excel 2013	Paste all cell contents and formatting.	A
Keyboard shortcuts in the Paste Special dialog in Excel 2014	Paste only the formulas as entered in the formula bar.	F
Keyboard shortcuts in the Paste Special dialog in Excel 2015	Paste only the values (not the formulas).	V
Keyboard shortcuts in the Paste Special dialog in Excel 2016	Paste only the copied formatting.	T
Keyboard shortcuts in the Paste Special dialog in Excel 2017	Paste only comments and notes attached to the cell.	C
Keyboard shortcuts in the Paste Special dialog in Excel 2018	Paste only the data validation settings from copied cells.	N
Keyboard shortcuts in the Paste Special dialog in Excel 2019	Paste all cell contents and formatting from copied cells.	H
Keyboard shortcuts in the Paste Special dialog in Excel 2020	Paste all cell contents without borders.	X
Keyboard shortcuts in the Paste Special dialog in Excel 2021	Paste only column widths from copied cells.	W
Keyboard shortcuts in the Paste Special dialog in Excel 2022	Paste only formulas and number formats from copied cells.	R
Keyboard shortcuts in the Paste Special dialog in Excel 2023	Paste only the values (not formulas) and number formats from copied cells.	U
Keyboard shortcuts for making selections and performing actions	Select the entire worksheet.	Ctrl+A or Ctrl+Shift+Spacebar
Keyboard shortcuts for making selections and performing actions	Select the current and next sheet in a workbook.	Ctrl+Shift+Page Down
Keyboard shortcuts for making selections and performing actions	Select the current and previous sheet in a workbook.	Ctrl+Shift+Page Up
Keyboard shortcuts for making selections and performing actions	Extend the selection of cells by one cell.	Shift+Arrow key
Keyboard shortcuts for making selections and performing actions	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
Keyboard shortcuts for making selections and performing actions	Turn extend mode on and use the arrow keys to extend a selection. Press again to turn off.	F8

Type	To do this	Press
Keyboard shortcuts for making selections and performing actions	Add a non-adjacent cell or range to a selection of cells by using the arrow keys.	Shift+F8
Keyboard shortcuts for making selections and performing actions	Start a new line in the same cell.	Alt+Enter
Keyboard shortcuts for making selections and performing actions	Fill the selected cell range with the current entry.	Ctrl+Enter
Keyboard shortcuts for making selections and performing actions	Complete a cell entry and select the cell above.	Shift+Enter
Keyboard shortcuts for making selections and performing actions	Select an entire column in a worksheet.	Ctrl+Spacebar
Keyboard shortcuts for making selections and performing actions	Select an entire row in a worksheet.	Shift+Spacebar
Keyboard shortcuts for making selections and performing actions	Select all objects on a worksheet when an object is selected.	Ctrl+Shift+Spacebar
Keyboard shortcuts for making selections and performing actions	Extend the selection of cells to the beginning of the worksheet.	Ctrl+Shift+Home
Keyboard shortcuts for making selections and performing actions	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
Keyboard shortcuts for making selections and performing actions	Select the current region around the active cell.	Ctrl+Shift+Asterisk (*)
Keyboard shortcuts for making selections and performing actions	Select the first command on the menu when a menu or submenu is visible.	Home
Keyboard shortcuts for making selections and performing actions	Repeat the last command or action, if possible.	Ctrl+Y
Keyboard shortcuts for making selections and performing actions	Undo the last action.	Ctrl+Z
Keyboard shortcuts for making selections and performing actions	Expand grouped rows or columns.	While hovering over the collapsed items, hold SHIFT and scroll down.
Keyboard shortcuts for making selections and performing actions	Collapse grouped rows or columns.	While hovering over the expanded items, hold SHIFT and scroll up.
Keyboard shortcuts for working with data, functions, and the formula bar	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 arrow keys to create a reference.	F2
Keyboard shortcuts for working with data, functions, and the formula bar	Expand or collapse the formula bar.	Ctrl+Shift+U
Keyboard shortcuts for working with data, functions, and the formula bar	Cancel an entry in the cell or Formula Bar.	Esc
Keyboard shortcuts for working with data, functions, and the formula bar	Complete an entry in the formula bar and select the cell below.	Enter
Keyboard shortcuts for working with data, functions, and the formula bar	Move the cursor to the end of the text when in the formula bar.	Ctrl+End
Keyboard shortcuts for working with data, functions, and the formula bar	Select all text in the formula bar from the cursor position to the end.	Ctrl+Shift+End
Keyboard shortcuts for working with data, functions, and the formula bar	Calculate all worksheets in all open workbooks.	F9
Keyboard shortcuts for working with data, functions, and the formula bar	Calculate the active worksheet.	Shift+F9
Keyboard shortcuts for working with data, functions, and the formula bar	Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.	Ctrl+Alt+F9

Type	To do this	Press
Keyboard shortcuts for working with data, functions, and the formula bar	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
Keyboard shortcuts for working with data, functions, and the formula bar	Display the menu or message for an Error Checking button.	Alt+Shift+F10
Keyboard shortcuts for working with data, functions, and the formula bar	Display the Function Arguments dialog when the insertion point is to the right of a function name in a formula.	Ctrl+A
Keyboard shortcuts for working with data, functions, and the formula bar	Insert argument names and parentheses when the insertion point is to the right of a function name in a formula.	Ctrl+Shift+A
Keyboard shortcuts for working with data, functions, and the formula bar	<a href="#">Invoke Flash Fill to automatically recognize patterns in adjacent columns and fill the current column</a>	Ctrl+E
Keyboard shortcuts for working with data, functions, and the formula bar	Cycle through all combinations of absolute and relative references in a formula if a cell reference or range is selected.	F4
Keyboard shortcuts for working with data, functions, and the formula bar	Insert a function.	Shift+F3
Keyboard shortcuts for working with data, functions, and the formula bar	Copy the value from the cell above the active cell into the cell or the formula bar.	Ctrl+Shift+Straight quotation mark (")
Keyboard shortcuts for working with data, functions, and the formula bar	Create an embedded chart of the data in the current range.	Alt+F1
Keyboard shortcuts for working with data, functions, and the formula bar	Create a chart of the data in the current range in a separate Chart sheet.	F11
Keyboard shortcuts for working with data, functions, and the formula bar	Define a name to use in references.	Alt+M, M, D
Keyboard shortcuts for working with data, functions, and the formula bar	Paste a name from the Paste Name dialog (if names have been defined in the workbook).	F3
Keyboard shortcuts for working with data, functions, and the formula bar	Move to the first field in the next record of a data form.	Enter
Keyboard shortcuts for working with data, functions, and the formula bar	Create, run, edit, or delete a macro.	Alt+F8
Keyboard shortcuts for working with data, functions, and the formula bar	Open the Microsoft Visual Basic For Applications Editor.	Alt+F11
Power Pivot keyboard shortcuts	Right-click	Open the context menu for the selected cell, column, or row.
Power Pivot keyboard shortcuts	Ctrl+A	Select the entire table.
Power Pivot keyboard shortcuts	Ctrl+C	Copy selected data.
Power Pivot keyboard shortcuts	Ctrl+D	Delete the table.
Power Pivot keyboard shortcuts	Ctrl+M	Move the table.
Power Pivot keyboard shortcuts	Ctrl+R	Rename the table.
Power Pivot keyboard shortcuts	Ctrl+S	Save the file.
Power Pivot keyboard shortcuts	Ctrl+Y	Redo the last action.
Power Pivot keyboard shortcuts	Ctrl+Z	Undo the last action.
Power Pivot keyboard shortcuts	Ctrl+Spacebar	Select the current column.
Power Pivot keyboard shortcuts	Shift+Spacebar	Select the current row.
Power Pivot keyboard shortcuts	Shift+Page Up	Select all cells from the current location to the last cell of the column.
Power Pivot keyboard shortcuts	Shift+Page Down	Select all cells from the current location to the first cell of the column.
Power Pivot keyboard shortcuts	Shift+End	Select all cells from the current location to the last cell of the row.
Power Pivot keyboard shortcuts	Shift+Home	Select all cells from the current location to the first cell of the row.
Power Pivot keyboard shortcuts	Ctrl+Page Up	Move to the previous table.
Power Pivot keyboard shortcuts	Ctrl+Page Down	Move to the next table.

Type	To do this	Press
Power Pivot keyboard shortcuts	<b>Ctrl+Home</b>	Move to the first cell in the upper left corner of selected table.
Power Pivot keyboard shortcuts	<b>Ctrl+End</b>	Move to the last cell in the lower right corner of selected table (the last row of the Add Column).
Power Pivot keyboard shortcuts	<b>Ctrl+Left arrow</b>	Move to the first cell of selected row.
Power Pivot keyboard shortcuts	<b>Ctrl+Right arrow</b>	Move to the last cell of selected row.
Power Pivot keyboard shortcuts	<b>Ctrl+Up arrow</b>	Move to the first cell of selected column.
Power Pivot keyboard shortcuts	<b>Ctrl+Down arrow</b>	Move to the last cell of selected column.
Power Pivot keyboard shortcuts	<b>Ctrl+Esc</b>	Close a dialog or cancel a process, such as a paste operation.
Power Pivot keyboard shortcuts	<b>Alt+Down arrow</b>	Open the AutoFilter Menu dialog.
Power Pivot keyboard shortcuts	<b>F5</b>	Open the Go To dialog.
Power Pivot keyboard shortcuts	<b>F9</b>	<a href="#">Recalculate all formulas in the Power Pivot window. For more information, see Recalculate Formulas in Power Pivot.</a>
Keyboard shortcuts in Office Add-ins		
Working in a task pane	Open the context menu.	<b>Ctrl+Shift+F10</b>
Working in a task pane	Open the task pane options menu.	<b>Ctrl+Spacebar</b>
Working in a task pane	Close the task pane.	<b>Ctrl+Spacebar</b> , then select Close
Function keys	<b>F1</b>	<b>F1</b> alone: displays the Excel Help task pane.
Function keys		<b>Ctrl+F1</b> : displays or hides the ribbon.
Function keys		<b>Alt+F1</b> : creates an embedded chart of the data in the current range.
Function keys		<b>Alt+Shift+F1</b> : inserts a new worksheet.
Function keys		<b>F2</b> 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 arrow keys to create a reference.
Function keys		<b>Shift+F2</b> : adds or edits a cell note.
Function keys		<b>Ctrl+F2</b> : displays the print preview area on the Print tab in the Backstage view.
Function keys		<b>F3</b> alone: displays the Paste Name dialog. Available only if names have been defined in the workbook.
Function keys		<b>Shift+F3</b> : displays the Insert Function dialog.
Function keys	<b>F4</b>	<b>F4</b> alone: repeats the last command or action, if possible.
Function keys		When a cell reference or range is selected in a formula, <b>F4</b> cycles through all the various combinations of absolute and relative references.
Function keys		<b>Ctrl+F4</b> : closes the selected workbook window.
Function keys		<b>Alt+F4</b> : closes Excel.
Function keys		<b>F5</b> alone: displays the Go To dialog.
Function keys		<b>Ctrl+F5</b> : restores the window size of the selected workbook window.
Function keys		<b>F6</b> alone: switches between the worksheet, ribbon, task pane, and Zoom controls. In a worksheet that has been split, <b>F6</b> includes the split panes when switching between panes and the ribbon area.
Function keys		<b>Shift+F6</b> : switches between the worksheet, Zoom controls, task pane, and ribbon.
Function keys		

Type	To do this	Press
Function keys		Ctrl+F6: switches between 2 Excel windows.
Function keys		
Function keys		
Function keys		Ctrl+Shift+F6: switches between all Excel windows.
Function keys	F7	F7 alone: Opens the Spelling dialog to check spelling in the active worksheet or selected range.
Function keys		
Function keys		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.
Function keys		
Function keys	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.
Function keys		
Function keys		Shift+F8: enables you to add a non-adjacent cell or range to a selection of cells by using the arrow keys.
Function keys		
Function keys		Ctrl+F8: performs the Size command when a workbook is not maximized.
Function keys		
Function keys		Alt+F8: displays the Macro dialog to create, run, edit, or delete a macro.
Function keys	F9	F9 alone: calculates all worksheets in all open workbooks.
Function keys		
Function keys		Shift+F9: calculates the active worksheet.
Function keys		
Function keys		Ctrl+Alt+F9: calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
Function keys		
Function keys		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.
Function keys		
Function keys		Ctrl+F9: minimizes a workbook window to an icon.
Function keys		
Function keys	F10	F10 alone: Turns key tips on or off. (Pressing Alt does the same thing.)
Function keys		
Function keys		Shift+F10: displays the shortcut menu for a selected item.
Function keys		
Function keys		Alt+Shift+F10: displays the menu or message for an Error Checking button.
Function keys		
Function keys		Ctrl+F10: maximizes or restores the selected workbook window.
Function keys	F11	F11 alone: Creates a chart of the data in the current range in a separate Chart sheet.
Function keys		
Function keys		Shift+F11: inserts a new worksheet.
Function keys		
Function keys		Alt+F11: opens the Microsoft Visual Basic For Applications Editor, in which you can create a macro by using Visual Basic for Applications (VBA).
Function keys		
Function keys		
Function keys	F12	F12 alone: displays the Save As dialog.
Other useful shortcut keys		Displays the Key Tips (new shortcuts) on the ribbon.
Other useful shortcut keys		
Other useful shortcut keys		For example,



Type	To do this	Press
Other useful shortcut keys	Alt	Alt, W, P switches the worksheet to Page Layout view.
Other useful shortcut keys		
Other useful shortcut keys		
Other useful shortcut keys		Alt, W, L switches the worksheet to Normal view.
Other useful shortcut keys		
Other useful shortcut keys		Alt, W, I switches the worksheet to Page Break Preview view.
Other useful shortcut keys	Arrow keys	Move one cell up, down, left, or right in a worksheet.
Other useful shortcut keys		Ctrl+Arrow key moves to the edge of the current data region in a worksheet.
Other useful shortcut keys		Shift+Arrow key extends the selection of cells by one cell.
Other useful shortcut keys		
Other useful shortcut keys		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.
Other useful shortcut keys		
Other useful shortcut keys		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.
Other useful shortcut keys		
Other useful shortcut keys		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.
Other useful shortcut keys		
Other useful shortcut keys		In a dialog, arrow keys move between options in an open drop-down list, or between options in a group of options.
Other useful shortcut keys		
Other useful shortcut keys		Down or Alt+Down arrow key opens a selected drop-down list.
Other useful shortcut keys		
Other useful shortcut keys	Backspace	Deletes one character to the left in the Formula Bar.
Other useful shortcut keys		
Other useful shortcut keys		Also clears the content of the active cell.
Other useful shortcut keys		
Other useful shortcut keys		In cell editing mode, it deletes the character to the left of the insertion point.
Other useful shortcut keys	Delete	Removes the cell contents (data and formulas) from selected cells without affecting cell formats, threaded comments or notes.
Other useful shortcut keys		
Other useful shortcut keys		In cell editing mode, it deletes the character to the right of the insertion point.
Other useful shortcut keys		
Other useful shortcut keys	End	End turns End mode on or off. In End mode, you can press an arrow key to move to the next nonblank cell in the same column or row as the active cell. End mode turns off automatically after pressing the arrow key. Make sure to press End again before pressing the next arrow key. End mode is shown in the status bar when it is on.
Other useful shortcut keys		
Other useful shortcut keys		If the cells are blank, pressing End followed by an arrow key moves to the last cell in the row or column.
Other useful shortcut keys		
Other useful shortcut keys		End also selects the last command on the menu when a menu or submenu is visible.

Type	To do this	Press
Other useful shortcut keys		
Other useful shortcut keys		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.
Other useful shortcut keys		
Other useful shortcut keys		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.
Other useful shortcut keys		
Other useful shortcut keys		Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default).
Other useful shortcut keys		
Other useful shortcut keys		In a data form, it moves to the first field in the next record.
Other useful shortcut keys		
Other useful shortcut keys		Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command.
Other useful shortcut keys		
Other useful shortcut keys	Enter	In a dialog, it performs the action for the default command button in the dialog (the button with the bold outline, often the OK button).
Other useful shortcut keys		
Other useful shortcut keys		Alt+Enter starts a new line in the same cell.
Other useful shortcut keys		Ctrl+Enter fills the selected cell range with the current entry.
Other useful shortcut keys		Shift+Enter completes a cell entry and selects the cell above.
Other useful shortcut keys		
Other useful shortcut keys		
Other useful shortcut keys		Cancels an entry in the cell or Formula Bar.
Other useful shortcut keys		
Other useful shortcut keys		Closes an open menu or submenu, dialog, or message window.
Other useful shortcut keys		
Other useful shortcut keys	Esc	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.
Other useful shortcut keys		
Other useful shortcut keys		Moves to the beginning of a row in a worksheet.
Other useful shortcut keys		
Other useful shortcut keys		Moves to the cell in the upper-left corner of the window when Scroll Lock is turned on.
Other useful shortcut keys		
Other useful shortcut keys		Selects the first command on the menu when a menu or submenu is visible.
Other useful shortcut keys	Home	
Other useful shortcut keys		Ctrl+Home moves to the beginning of a worksheet.
Other useful shortcut keys		
Other useful shortcut keys		Ctrl+Shift+Home extends the selection of cells to the beginning of the worksheet.
Other useful shortcut keys		
Other useful shortcut keys		Moves one screen down in a worksheet.
Other useful shortcut keys		
Other useful shortcut keys		Alt+Page Down moves one screen to the right in a worksheet.
Other useful shortcut keys		
Other useful shortcut keys	Page Down	Ctrl+Page Down moves to the next sheet in a workbook.
Other useful shortcut keys		
Other useful shortcut keys		Ctrl+Shift+Page Down selects the current and next sheet in a workbook.
Other useful shortcut keys		

