

239   
Excel   
Keyboard Shortcuts



WORK FASTER AND MORE EFFICIENTLY WITH THESE CLEARLY

ILLUSTRATED EXCEL SHORTCUTS.

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| My Online Training Hub |

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| https://www.myonlinetraininghub.com/ |

Below is a huge list of 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 + P   |  | | --- | |  | |

which means press CTRL and P together.

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

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| --- | --- | --- | --- | --- |
| |  | | --- | |  |   Alt + H , AC   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |

which means press Alt and H together, then release those keys and press A, then C. Index

|  |  |
| --- | --- |
| General | Worksheet |
| Workbook | Ribbon |
| Drag and Drop | Navigation |
| Active Cell | Selection |
| Extend Selection | Select Special |
| Cell Edit | Entering Data |
| Formatting | Number Formatting |
| Borders | Formulas |
| Rows and Columns | Pivot Tables |
| Dialog Boxes |  |

Further Resources   
You can see a list of resources we provide including free training, a blog, a forum and more.

|  |  |
| --- | --- |
| **General** | Back To Index |
| 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 �nd and replace with Find tab selected | |  | | --- | |  |   **Ctrl** + **F**   |  | | --- | |  | |
| Display �nd 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 Auto�lter | |  | | --- | |  |   **Ctrl** + **Shift** + **L**   |  | | --- | |  |  |  | | --- | |  | |
| Activate �lter | |  | | --- | |  |   **Alt** + **↓**   |  | | --- | |  | |
| Create table | |  | | --- | |  |   **Ctrl** + **T**   |  | | --- | |  | |
| Select table row | |  | | --- | |  |   **Shift** + **Space**   |  | | --- | |  | |
| Select table column | |  | | --- | |  |   **Ctrl** + **Space**   |  | | --- | |  | |
| Select table (when active cell is in table) | |  | | --- | |  |   **Ctrl** + **A**   |  | | --- | |  | |
| Clear slicer �lter | |  | | --- | |  |   **Alt** + **C**   |  | | --- | |  | |
| Run Spellcheck | |  | | --- | | **F7** | |

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| --- | --- |
| **General - Continued** | Back To Index |
| 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 | |  | | --- | |  |   **AltSpace**   |  | | --- | |  | |

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| --- | --- |
| **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** , **HR**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |
| 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/PgDn**   |  | | --- | |  |  |  | | --- | |  | |
| Select non-adjacent worksheets | |  | | --- | |  |   **Ctrl** + **Click**   |  | | --- | |  | |
| Toggle scroll lock | |  | | --- | | **ScrLk** | |
| Toggle full screen | |  | | --- | |  |   **Ctrl** + **Shift** + **F1**   |  | | --- | |  |  |  | | --- | |  | |

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| --- | --- |
| **Worksheet - Continued** | Back To Index |
| Print | |  | | --- | |  |   **Ctrl** + **P**   |  | | --- | |  | |
| Open print preview window | |  | | --- | |  |   **Ctrl** + **F2**   |  | | --- | |  | |
| Set print area | |  | | --- | |  |   **Alt** + **P** , **RS**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |
| Clear print area | |  | | --- | |  |   **Alt** + **P** , **RC**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |
| Zoom in | |  | | --- | |  |   **Ctrl** + **Mouse Wheel Up**   |  | | --- | |  | |
| Zoom out | |  | | --- | |  |   **Ctrl** + **Mouse Wheel Down**   |  | | --- | |  | |
| Protect sheet | |  | | --- | |  |   **Alt** + **R** , **PS**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |

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| --- | --- |
| **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** , **PW**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |
| Close current workbook | |  | | --- | |  |   **Ctrl** + **F4**   |  | | --- | |  | |
| Close Excel | |  | | --- | |  |   **Alt** + **F4**   |  | | --- | |  | |

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| --- | --- |
| **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**   |  | | --- | |  | |
| Con�rm control change | |  | | --- | | **Enter** | |
| Get help on selected control | |  | | --- | | **F1** | |

|  |  |
| --- | --- |
| **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**   |  | | --- | |  | |

|  |  |
| --- | --- |
| **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 �rst cell in worksheet | |  | | --- | |  |   **Ctrl** + **Home**   |  | | --- | |  | |
| Turn End mode on | |  | | --- | | **End** | |

|  |  |
| --- | --- |
| **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**   |  | | --- | |  | |

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| --- | --- |
| **Selection** | Back To Index |
| 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** | Back To Index |
| 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 �rst 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 �rst 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 �rst 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** | Back To Index |
| 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** | Back To Index |
| 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**   |  | | --- | |  | |

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| --- | --- |
| **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**   |  | | --- | |  | |

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| --- | --- |
| **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 �ll | |  | | --- | |  |   **Ctrl** + **E**   |  | | --- | |  | |

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| --- | --- |
| **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** , **AC**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |
| Align left | |  | | --- | |  |   **Alt** + **H** , **AL**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |
| Align right | |  | | --- | |  |   **Alt** + **H** , **AR**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |
| Indent | |  | | --- | |  |   **Alt** + **H** , **6**   |  | | --- | |  |  |  | | --- | |  | |
| Remove indent | |  | | --- | |  |   **Alt** + **H** , **5**   |  | | --- | |  |  |  | | --- | |  | |
| Wrap text | |  | | --- | |  |   **Alt** + **H** , **W**   |  | | --- | |  |  |  | | --- | |  | |
| Align top | |  | | --- | |  |   **Alt** + **H** , **AT**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |
| Align middle | |  | | --- | |  |   **Alt** + **H** , **AM**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |
| Align bottom | |  | | --- | |  |   **Alt** + **H** , **AB**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |
| Increase font size one step | |  | | --- | |  |   **Alt** + **H** , **FG**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |
| Decrease font size one step | |  | | --- | |  |   **Alt** + **H** , **FK**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |

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| --- | --- |
| **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 scienti�c format | |  | | --- | |  |   **Ctrl** + **Shift** + **^**   |  | | --- | |  |  |  | | --- | |  | |

|  |  |
| --- | --- |
| **Borders** | Back To Index |
| Open list of border styles from Ribbon | |  | | --- | |  |   **Alt** + **H** , **B**   |  | | --- | |  |  |  | | --- | |  | |
| Add border around selected cells | |  | | --- | |  |   **Ctrl** + **Shift** + **&**   |  | | --- | |  |  |  | | --- | |  | |
| Add or remove right border | |  | | --- | |  |   **Alt** + **H** , **BR**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |
| Add or remove left border | |  | | --- | |  |   **Alt** + **H** , **BL**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |
| Add or remove top border | |  | | --- | |  |   **Alt** + **H** , **BP**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |
| Add or remove bottom border | |  | | --- | |  |   **Alt** + **H** , **BO**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |
| Add all borders to all cells in selection | |  | | --- | |  |   **Alt** + **H** , **BA**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |
| Remove borders | |  | | --- | |  |   **Ctrl** + **Shift** + **-**   |  | | --- | |  |  |  | | --- | |  | |

|  |  |
| --- | --- |
| **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 o� | |  | | --- | |  |   **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 name into formula | |  | | --- | | **F3** | |
| Accept function with auto-complete | |  | | --- | | **Tab** | |

|  |  |
| --- | --- |
| **Rows and Columns** | Back To Index |
| 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**   |  | | --- | |  | |

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| --- | --- |
| **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 (�lter out) pivot table item | |  | | --- | |  |   **Ctrl** + **-**   |  | | --- | |  | |
| Unhide (clear �lter on) pivot table item | |  | | --- | |  |   **Alt** + **H** , **SC**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |
| Insert pivot chart | |  | | --- | |  |   **Alt** + **N** , **SZC**   |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  |  |  | | --- | |  | |

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

Further Resources

We provide several free resources you can use including a blog, a forum, webinars

and free training.

We also have paid, online courses which will teach you everything from the basics of

Excel, or make you a guru in things like Power BI, Power Query and Dashboards.

|  |  |
| --- | --- |
| **Free Resources** |  |
| Blog | https://www.myonlinetraininghub.com/blog |
| Free Webinars | https://www.myonlinetraininghub.com/excel-webinars |
| Excel Forum | https://www.myonlinetraininghub.com/excel-forum |
| Free Training | https://www.myonlinetraininghub.com/free-registration |
| Weekly Newsletter | https://www.myonlinetraininghub.com/sign-up-for-100-excel-tips-and-tricks |

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| --- | --- |
| **Courses** |  |
| Excel Dashboards | https://www.myonlinetraininghub.com/excel-dashboard-course |
| Power BI | https://www.myonlinetraininghub.com/power-bi-course |
| Power Query | https://www.myonlinetraininghub.com/excel-power-query-course |
| Power Pivot | https://www.myonlinetraininghub.com/power-pivot-course |
| Pivot Tables | https://www.myonlinetraininghub.com/excel-pivottable-course |
| Excel, Word, Outlook | https://www.myonlinetraininghub.com/microsoft-o�ce-online-training-courses |

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