



**Learn with
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Excel Shortcuts Cheat Sheet

MOST USEFUL EXCEL SHORTCUTS FOR WINDOWS

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Keyboard Shortcuts

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Display and Use Windows

ALT + TAB

Switch to the next program.

ALT + SHIFT + TAB

Switch to the previous program.

CTRL + ESC

Display the Windows **Start** menu.

CTRL + W or CTRL + F4

Close the selected workbook window.

CTRL + F5

Restore the window size of the selected workbook window.

F6

Switch to the next pane in a worksheet that has been split (**Window** menu, **Split** command).

SHIFT + F6

Switch to the previous pane in a worksheet that has been split.

CTRL + F6

When more than one workbook window is open, switch to the next workbook window.

CTRL + SHIFT + F6

Switch to the previous workbook window.

CTRL + F7

When a workbook window is not maximized, perform the **Move** command (on the **Control** menu for the workbook window). Use the arrow keys to move the window, and when finished press ESC.

CTRL + F8

When a workbook window is not maximized, perform the **Size** command (on the **Control** menu for the workbook window). Use the arrow keys to resize the window, and when finished press ESC.

CTRL + F9

Minimize a workbook window to an icon.

CTRL + F10

Maximize or restore the selected workbook window.

PRTSCR

Copy a picture of the screen to the Clipboard.

ALT + PRINT SCREEN

Copy a picture of the selected window to the Clipboard.

Work With Worksheets

SHIFT + F11 or ALT + SHIFT + F1

Insert a new worksheet.

CTRL + PAGE DOWN

Move to the next sheet in the workbook.

CTRL + PAGE UP

Move to the previous sheet in the workbook.

SHIFT + CTRL + PAGE DOWN

Select the current and next sheet. To cancel selection of multiple sheets, press CTRL + PAGE DOWN or, to select a different sheet, press CTRL + PAGE UP.

SHIFT + CTRL + PAGE UP

Select the current and previous sheet.

ALT + O H R

Rename the current sheet (**Format** menu, **Sheet** submenu, **Rename** command).

ALT + E M

Move or copy the current sheet (**Edit** menu, **Move or Copy Sheet** command).

ALT + E L

Delete the current sheet (**Edit** menu, **Delete Sheet** command).

Move and Scroll within Worksheets

Arrow keys

Move one cell up, down, left, or right.

CTRL + arrow key

Move to the edge of the current data region

HOME

Move to the beginning of the row.

CTRL + HOME

Move to the beginning of the worksheet.

CTRL + END

Move to the last cell on the worksheet, in the bottom-most used row of the rightmost used column.

PAGE DOWN

Move down one screen.

PAGE UP

Move up one screen.

ALT + PAGE DOWN

Move one screen to the right.

ALT + PAGE UP

Move one screen to the left.

F6

Switch to the next pane in a worksheet that has been split (**Window** menu, **Split** command).

SHIFT + F6

Switch to the previous pane in a worksheet that has been split.

CTRL + BACKSPACE

Scroll to display the active cell.

SHIFT + F5

Display the **Find** dialog box.

TAB

Move between unlocked cells on a protected worksheet.

Move within a Selected Range

ENTER

Move from top to bottom within the selected range.

SHIFT + ENTER

Move from bottom to top within the selected range.

TAB

Move from left to right within the selected range. If cells in a single column are selected, move down.

SHIFT + TAB

Move from right to left within the selected range. If cells in a single column are selected, move up.

CTRL + PERIOD

Move clockwise to the next corner of the selected range.

CTRL + ALT + RIGHT ARROW

In nonadjacent selections, switch to the next selection to the right.

CTRL + ALT + LEFT ARROW

Switch to the next nonadjacent selection to the left.

Move and Scroll in End Mode

END appears in the status bar when End mode is selected.

END key

Turn End mode on or off.

END + arrow key

Move by one block of data within a row or column.

END + HOME

Move to the last cell on the worksheet, in the bottom-most used row of the rightmost used column.

END + ENTER

Move to the rightmost nonblank cell in the current row. This key sequence does not work if you have turned on transition navigation keys (**Tools** menu, **Options** command, **Transition** tab).

Extend a Selection

F8

Turn extend mode on or off. In extend mode, **EXT** appears in the status line, and the arrow keys extend the selection.

SHIFT + F8

Add another range of cells to the selection; or use the arrow keys to move to the start of the range you want to add, and then press F8 and the arrow keys to select the next range.

SHIFT + arrow key

Extend the selection by one cell.

CTRL + SHIFT + arrow key

Extend the selection to the last nonblank cell in the same column or row as the active cell.

SHIFT + HOME

Extend the selection to the beginning of the row.

CTRL + SHIFT + HOME

Extend the selection to the beginning of the worksheet.

CTRL + SHIFT + END

Extend the selection to the last used cell on the worksheet (lower-right corner).

SHIFT + PAGE DOWN

Extend the selection down one screen.

SHIFT + PAGE UP

Extend the selection up one screen.

END + SHIFT + arrow key

Extend the selection to the last nonblank cell in the same column or row as the active cell.

END + SHIFT + HOME

Extend the selection to the last used cell on the worksheet (lower-right corner).

END + SHIFT + ENTER

Extend the selection to the last cell in the current row. This key sequence does not work if you have turned on transition navigation keys (**Tools** menu, **Options** command, **Transition** tab).

Select cells, rows and columns, and objects

CTRL + SPACEBAR

Select the entire column.

SHIFT + SPACEBAR

Select the entire row.

CTRL + A

Select the entire worksheet.

SHIFT + BACKSPACE

With multiple cells selected, select only the active cell.

CTRL + SHIFT + SPACEBAR

With an object selected, select all objects on a sheet.

CTRL + 6

Alternate between hiding objects, displaying objects, and displaying placeholders for objects

Entering data

ENTER

Complete a cell entry and select the cell below.

ALT + ENTER

Start a new line in the same cell.

CTRL + ENTER

Fill the selected cell range with the current entry.

SHIFT + ENTER

Complete a cell entry and select the previous cell above.

TAB

Complete a cell entry and select the next cell to the right.

SHIFT + TAB

Complete a cell entry and select the previous cell to the left.

ESC

Cancel a cell entry.

Arrow keys

Move one character up, down, left, or right.

HOME

Move to the beginning of the line.

F4 or CTRL + Y

Repeat the last action.

CTRL + SHIFT + F3

Create names from row and column labels.

CTRL + D

Fill down.

CTRL + R

Fill to the right.

CTRL + F3

Define a name.

CTRL + K

Insert a hyperlink

CTRL + ; (semicolon)
Enter the date.

CTRL + SHIFT + : (colon)
Enter the time.

ALT + DOWN ARROW
Display a drop-down list of the values in the current column of a range.

CTRL + Z
Undo the last action.

Enter special characters

Press F2 to edit the cell, turn on NUM LOCK, and then press the following keys by using the numeric key pad:

ALT + 0162

Enters the cent character ¢.

ALT + 0163

Enters the pound sterling character £.

ALT + 0165

Enters the yen symbol ¥.

ALT + 0128

Enters the euro symbol €.

Enter and calculate formulas

= (equal sign)

Start a formula.

F2

Move the insertion point into the Formula Bar when editing in a cell is turned off.

BACKSPACE

In the Formula Bar, delete one character to the left.

ENTER

Complete a cell entry from the cell or Formula Bar.

CTRL + SHIFT + ENTER

Enter a formula as an array formula (array formula: A formula that performs multiple calculations on one or more sets of values, and then returns either a single result or multiple results. Array formulas are enclosed between braces { } and are entered by pressing CTRL + SHIFT + ENTER.).

ESC

Cancel an entry in the cell or Formula Bar.

SHIFT + F3

In a formula, display the **Insert Function** dialog box.

CTRL + A

When the insertion point is to the right of a function name in a formula, display the **Function Arguments** dialog box.

CTRL + SHIFT + A

When the insertion point is to the right of a function name in a formula, insert the argument names and parentheses.

F3

Paste a defined name into a formula

ALT + = (equal sign)

Insert an AutoSum formula with the SUM function.

CTRL + SHIFT + " (quotation mark)

Copy the value from the cell above the active cell into the cell or the Formula Bar.

CTRL + ' (apostrophe)

Copies a formula from the cell above the active cell into the cell or the Formula Bar

CTRL + ` (single left quotation mark)

Alternate between displaying cell values and displaying formulas

F9

Calculate all worksheets in all open workbooks.

When a portion of a formula is selected, calculate the selected portion. You can then press ENTER or CTRL + SHIFT + ENTER (for array formulas) to replace the selected portion with the calculated value.

SHIFT + F9

Calculate the active worksheet.

CTRL + ALT + F9

Calculate 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.

Edit data

F2

Edit the active cell and position the insertion point at the end of the cell contents.

ALT + ENTER

Start a new line in the same cell.

BACKSPACE

Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit cell contents.

DELETE

Delete the character to the right of the insertion point, or delete the selection.

CTRL + DELETE

Delete text to the end of the line.

F7

Display the **Spelling** dialog box.

SHIFT + F2

Edit a cell comment.

ENTER

Complete a cell entry and select the next cell below.

CTRL + Z

Undo the last action.

ESC

Cancel a cell entry.

CTRL + SHIFT + Z

When the AutoCorrect Smart Tags is displayed, undo or redo the last automatic correction.

Insert, delete, and copy cells

CTRL + C

Copy the selected cells.

CTRL + C, immediately followed by another CTRL + C

Display the Microsoft Office Clipboard (multiple copy and paste).

CTRL + X

Cut the selected cells.

CTRL + V

Paste copied cells.

DELETE

Clear the contents of the selected cells.

CTRL + HYPHEN

Delete the selected cells.

CTRL + SHIFT + PLUS SIGN

Insert blank cells.

Format data

ALT + ' (apostrophe)

Display the **Style** dialog box.

CTRL + 1

Display the **Format Cells** dialog box.

CTRL + SHIFT + ~

Apply the General number format.

CTRL + SHIFT + \$

Apply the Currency format with two decimal places (negative numbers in parentheses).

CTRL + SHIFT + %

Apply the Percentage format with no decimal places.

CTRL + SHIFT + ^

Apply the Exponential number format with two decimal places.

CTRL + SHIFT + #

Apply the Date format with the day, month, and year.

CTRL + SHIFT + @

Apply the Time format with the hour and minute, and AM or PM.

CTRL + SHIFT + !

Apply the Number format with two decimal places, thousands separator, and minus sign (–) for negative values.

CTRL + B

Apply or remove bold formatting.

CTRL + I

Apply or remove italic formatting.

CTRL + U

Apply or remove underlining.

CTRL + 5

Apply or remove strikethrough.

CTRL + 9

Hide the selected rows.

CTRL + SHIFT + (

(Opening parenthesis) Unhide any hidden rows within the selection.

CTRL + 0 (zero)

Hide the selected columns.

CTRL + SHIFT +)

(closing parenthesis) Unhide any hidden columns within the selection.

CTRL + SHIFT + &

Apply the outline border to the selected cells.

CTRL + SHIFT + _

Remove the outline border from the selected cells.

Use the Border tab in the Format Cells dialog box

Press CTRL + 1 to display this dialog box.

ALT + T

Apply or remove the top border.

ALT + B

Apply or remove the bottom border.

ALT + L

Apply or remove the left border.

ALT + R

Apply or remove the right border.

ALT + H

If cells in multiple rows are selected, apply or remove the horizontal divider.

ALT + V

If cells in multiple columns are selected, apply or remove the vertical divider.

ALT + D

Apply or remove the downward diagonal border.

ALT + U

Apply or remove the upward diagonal border.

Create charts and select chart elements

F11 or ALT + F1

Creates a chart of the data in the current range

CTRL + PAGE DOWN

Selects a chart sheet: selects the next sheet in the workbook, until the chart sheet you want is selected

CTRL + PAGE UP

Selects a chart sheet: selects the previous sheet in the workbook, until the chart sheet you want is selected

DOWN ARROW

Select the previous group of elements in a chart.

UP ARROW

Selects the next group of elements in a chart

RIGHT ARROW

Selects the next element within a group

LEFT ARROW

Selects the previous element within a group

Work with macros

ALT + F8

Displays the **Macro** dialog box

ALT + F11

Displays the Visual Basic Editor

CTRL + F11

Inserts a Microsoft Excel 4.0 macro sheet

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