Excel Keyboard Shortcuts Cheat Sheet

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Using Shortcuts in Excel

While every action in Excel can be performed by clicking on menu items or dialog boxes, this is often slower than pressing keys on your keyboard. Regular Excel users can gain productivity increases by making use of keyboard shortcuts. The shortcuts shown here are for the Windows versions of Excel. Most shortcuts are applicable to Excel in Office 365. Likewise most shortcuts can be used on MacOS by replacing CTRL with CMD.

> Getting Help

Functionality	Shortcut
Open help browser	F1
Open keyboard shortcut browser	CMD+/

> Manipulating Workbooks

Functionality	Shortcut
Open a workbook	CTRL+O
Save a workbook	CTRL+S
Close a workbook	CTRL+W
Insert new worksheet	SHIFT+F11 or ALT+SHIFT+F1

> Access Ribbon Tabs

Functionality	Shortcut
Open the File menu	ALT+F
Open the Home tab	ALT+H
Open the Insert tab	ALT+N
Open the Page Layout tab	ALT+P
Open the Formulas tab	ALT+M
Open the Data tab	ALT+A
Open the Review tab	ALT+R
Open the View tab	ALT+W

> Navigating Worksheets

Functionality	Shortcut
Move one cell down	ENTER or Down arrow
Move one cell up	SHIFT+ENTER or Up arrow
Move one cell right	TAB or Right arrow
Move one cell left	SHIFT+TAB or Left arrow
Move one screen down	PageDown
Move one screen up	PageUp
Move one screen right	ALT+PageUp
Move one screen left	ALT+PageDown
Move to first row, first column	CTRL+Home
Move to last filled cell	CTRL+End

> Zooming

Functionality	Shortcut
Zoom in	CTRL+ALT+=
Zoom out	CTRL+ALT+−

> Editing

Functionality	Shortcut
Cut selection	CTRL+X
Copy selection	CTRL+C
Paste selection	CTRL+V
Open the Paste Special dialog	CTRL+ALT+V

> Undo & Redo

Functionality	Shortcut
Undo last action	CTRL+Z
Redo last undone action	CTRL+Y

> Selecting Cells

Functionality	Shortcut
Select the current column	CTRL+Space
Select the current row	SHIFT+Space
Select all cells from the current location downwards	SHIFT+PageDown
Select all cells from the current location upwards	SHIFT+PageUp
Select all cells from the current location rightwards	SHIFT+End
Select all cells from the current location leftward	SHIFT+Home
Select all completed cells	CTRL+A

> Cell Entry

Functionality	Shortcut
Cancel your input to a cell	Esc
Write a new line within a cell	CTRL+Enter
Go to the end of the line	CTRL+End
Go to the start of the line	CTRL+Home
Insert a function	SHIFT+F3
Display function arguments (when cursor is to right of function name)	CTRL+A
Insert AutoSum formula	ALT+=
Insert hyperlink	CTRL+K
Insert current date	CTRL+;
Insert current time	CTRL+:
Insert a comment on the cell	CTRL+SHIFT+F2

> Text Formatting

Functionality	Shortcut
Apply bold formatting	CTRL+B
Apply italic formatting	CTRL+I
Apply strikethrough formatting	CTRL+5
Apply general number formatting	CTRL+SHIFT+~
Apply scientific number formatting	CTRL+SHIFT+^
Apply currency format	CTRL+SHIFT+$
Apply percentage format	CTRL+SHIFT+%
Apply date format	CTRL+SHIFT+#
Apply time format	CTRL+SHIFT+@
Toggle hiding/displaying content	CTRL+6

> Charts

Functionality	Shortcut
Create a chart of the selected data in new worksheet	F11
Create a chart of the selected data in current worksheet	ALT+F11

> Refreshing Data

Functionality	Shortcut
Refresh external data in current worksheet	CTRL+F5
Refresh external data in all worksheets	CTRL+ALT+F5
Run all calculations in all open workbooks	CTRL+ALT+F9