Reading: Excel Keyboard Shortcuts

Estimated time needed: 30 minutes

The table below lists keyboard shortcuts for some of the most common Excel tasks.

Task	Shortcut
Close a workbook	Ctrl+W
Open a workbook	Ctrl+O
Save a workbook	Ctrl+S
Copy	Ctrl+C
Cut	Ctrl+X
Paste	Ctrl+V
Undo	Ctrl+Z
Remove cell contents	Delete
Bold	Ctrl+B
Open context menu	Shift+F10
Expand or collapse the ribbon	Ctrl+F1
Move up one cell in the worksheet	Up arrow key
Move down one cell in the worksheet	Down arrow key
Move one cell left in the worksheet	Left arrow key
Move one cell right in the worksheet	Right arrow key
Move to the edge of the current data region in the worksheet (e.g. end of column)	Ctrl+Arrow key (e.g. Ctrl+Down arrow)
Move to the last cell on a worksheet	Ctrl+End
Move to the beginning of a worksheet	Ctrl+Home
Extend the selection of cells to the last used cell on a worksheet (lower right corner)	Ctrl+Shift+End
Move to the cell in the upper-left corner of the window (when Scroll Lock is On)	Home+Scroll Lock
Move one screen down in a worksheet	Page Down
Move one screen up in a worksheet	Page Up
Move one screen to the right in a worksheet	Alt+Page Down
Move one screen to the left in a worksheet	Alt+Page Up
Move to the next sheet in a workbook	Ctrl+Page Down
Move to the previous sheet in a workbook	Ctrl+Page Up
Edit the active cell and put the cursor at the end of the cell's contents	F2
Enter the current time	Ctrl+Shift+colon (:)
Enter the current date	Ctrl+semi-colon (;)

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