Skillsfuture @ PA Microsoft Excel Keyboard Shortcuts

Turbocharge your productivity with keyboard shortcuts when using Microsoft Excel. You will work faster and be able to finish your work in a shorter period.

Frequently used shortcuts

- Close a workbook
- Open a workbook
- Go to the Home tab
- Save a workbook
- Copy
- Paste
- Undo

- Remove cell contents
- Choose a fill color
- Cut
- Go to Insert tab
- Bold
- Center align cell contents

- Go to Page Layout tab
- Go to Data tab
- Go to View tab
- Open context menu
- Add borders
- Delete column

Ribbon keyboard shortcuts

- Access the ribbon by using an access key. For example, on the Page Layout tab, commands within the page layout group.

Use the Access key for Ribbon Tabs

- Move to the Tell me or Search field on the Ribbon and type a search term for assistance or Help content.
- Open the File page and use Backstage view.
- Open the Home tab and format text and numbers and use the Find tool.
- Open the Insert tab and insert PivotTables, charts, add-ins, Sparklines, pictures, shapes, headers, or text boxes.
- Open the Page Layout tab and work with themes, page setup, scale, and alignment.
- Open the Formulas tab and insert, trace, and customize functions and calculations.
- Open the Data tab and connect to, sort, filter, analyze, and work with data.
- Open the Review tab and check spelling, add notes and threaded comments, and protect sheets and workbooks.
- 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.

Shortcuts for formatting cells, selections and performing actions

- Apply an outline border to the selected cells.
- Remove the outline border from the selected cells.
- Display or hide the outline symbols.
- Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.
- Apply the General number format.
- Apply the Currency format with two decimal places (negative numbers in parentheses).
- Apply the Percentage format with no decimal places.
- Apply the Scientific number format with two decimal places.
- Apply the Date format with the day, month, and year.
- Apply the Time format with the hour and minute, and AM or PM.
- Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
- Open the Insert hyperlink dialog.
- Check spelling in the active worksheet or selected range.
- Display the Quick Analysis options for selected cells that contain data.
- Display the Create Table dialog.
- Select the entire worksheet.
- Select the current and next sheet in a workbook.
- Select the current and previous sheet in a workbook.
- Extend the selection of cells by one cell.
- 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.

- Turn extend mode on and use the arrow keys to extend a selection. Press again to turn off.
- Add a non-adjacent cell or range to a selection of cells by using the arrow keys.
- Start a new line in the same cell.
- Fill the selected cell range with the current entry.
- Complete a cell entry and select the cell above.
- Select an entire column in a worksheet.
- Select an entire row in a worksheet.
- Select all objects on a worksheet when an object is selected.
- Extend the selection of cells to the beginning of the worksheet.
- 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.
- Select the current region around the active cell.
- Select the first command on the menu when a menu or submenu is visible.
- Repeat the last command or action, if possible.
- Undo the last action.
- Expand grouped rows or columns.
- Collapse grouped rows or columns.

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.
- Expand or collapse the formula bar.
- Cancel an entry in the cell or Formula Bar.
- Complete an entry in the formula bar and select the cell below.
- Move the cursor to the end of the text when in the formula bar.
- Select all text in the formula bar from the cursor position to the end.
- Calculate all worksheets in all open workbooks.
- Calculate the active worksheet.
- Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
- Display the Function Arguments dialog when the insertion point is to the right of a function name in a formula.
- Insert argument names and parentheses when the insertion point is to the right of a function name in a formula.
- Insert the AutoSum formula
- Invoke Flash Fill to automatically recognize patterns in adjacent columns and fill the current column
- Cycle through all combinations of absolute and relative references in a formula if a cell reference or range is selected.
- Insert a function.
- Copy the value from the cell above the active cell into the cell or the formula bar.
- Create an embedded chart of the data in the current range.
- Create a chart of the data in the current range in a separate Chart sheet.
- Define a name to use in references.
- Paste a name from the Paste Name dialog (if names have been defined in the workbook.

Function keys
- Understand the keyboard Function keys from F1 to F12

Other useful shortcut keys
- Alt
- Arrow keys
- Backspace
- Delete
- End
- Enter
- Esc
- Home
- Page Down
- Page Up
- Shift
- Spacebar
- Tab key