

WSO Shortcuts



Basic Shortcuts

Copy	Ctrl + C
Paste	Ctrl + V
Clear clipboard	Esc
Paste and clear clipboard	Ctrl + Enter
Undo	Ctrl + Z
Redo	Ctrl + Y
Select contiguous range of cells (repeat for entire worksheet)	Ctrl + A
Bold	Ctrl + B
Italicize	Ctrl + I
Underline	Ctrl + U
Open file	Ctrl + O
Save	Ctrl + S
Save as	F12
Print	Ctrl + P
New workbook	Ctrl + N
Find	Ctrl + F
Find and replace	Ctrl + H
Fill right	Ctrl + R
Fill down	Ctrl + D
Repeat previous action	F4
Anchor cell reference (repeat to cycle anchoring options)	F4 (When writing a formula)
Create a new comment or open an existing comment	Shift + F2

Windows Shortcuts

Open new Windows Explorer window	Windows + E
Close current window	Ctrl + W
New window	Ctrl + N
Snap window to screen	Windows + ← →
Maximize window to full screen	Windows + ↑
Minimize window	Windows + ↓
Cycle through open windows	Alt + Shift
View desktop (repeat to re-open windows)	Windows + D

In Windows Explorer

Cycle through Windows Explorer	Tab
Cycle through Windows Explorer in reverse	Shift + Tab
Rename file	F2
Highlight multiple files	Shift + ← → ↑ ↓
Copy file or folder	Ctrl + C
Cut file or folder	Ctrl + X
Paste file or folder	Ctrl + V
New folder	Ctrl + Shift + N
Move up one level in the folder hierarchy	Alt + ↑
Open file or folder	Enter

Navigation & Selection

Jump cell cursor across contiguous range of cells	Ctrl + ← → ↑ ↓
Highlight multiple cells	Shift + ← → ↑ ↓
Highlight contiguous range of cells	Ctrl + Shift + ← → ↑ ↓
Return to Column A	Home
Return to cell A1	Ctrl + Home
Add to selection / highlight discontinuous ranges	Shift + F8
Begin editing a cell	F2
Toggle between Edit and Enter mode	F2 (While editing cell)
Discard changes	Esc (While editing cell)
Navigate between worksheets	Ctrl + PgUp PgDn
Highlight multiple worksheets	Ctrl + Shift + PgUp PgDn
Cycle forward through menus	Tab
Cycle backward through menus	Shift + Tab
Toggle checkboxes	Space

Rows & Columns

Select entire row	Shift + Space
Select entire column	Ctrl + Space
Add row above or column to the left	Ctrl + Shift + +
Delete selected row or column	Ctrl + -

Paste Special

Paste Special	Ctrl + Alt + V
Paste formulas only	Ctrl + Alt + V → F
Paste values only	Ctrl + Alt + V → V
Paste formats only	Ctrl + Alt + V → T
Undo	Ctrl + Alt + V → W
Add copied values to target cells	Ctrl + Alt + V → V → D
Subtract copied values from target cells	Ctrl + Alt + V → V → S
Multiply target cells by copied values	Ctrl + Alt + V → V → M
Divide target cells by copied values	Ctrl + Alt + V → V → I

Formatting

Open format cells dialogue box	Ctrl + 1
Add quick border around selected cells	Ctrl + Shift + 7
Remove all borders from selected cells	Ctrl + Shift + -

Auditing

Show formulas	Ctrl + ~
Highlight precedents	Ctrl + [
Highlight dependents	Ctrl +]
Jump to cell	F5

Hotkeys & the Excel Ribbon

Toggle the Ribbon	Ctrl + Alt + V
Begin hotkey sequence (and display Ribbon if hidden)	Ctrl + Alt + V → F
Move one level backward in a hotkey sequence	Ctrl + Alt + V → V
Open File menu	Alt → F
Open Options menu	Alt → F → T
Open Home tab	Alt → H
Font	Alt → H → FF
Font size	Alt → H → FS
Font color	Alt → H → FC
Borders	Alt → H → B
Fill colors	Alt → H → H
Align text	Alt → H → A
Conditional formatting menu	Alt → H → L
Insert new worksheet	Alt → H → I → S
Delete current worksheet	Alt → H → D → S
Autofit column width	Alt → H → O → I
Manually set column width	Alt → H → O → W
Manually set row height	Alt → H → O → H
Rename worksheet	Alt → H → O → R
Custom Sort	Alt → H → S → U
Filter	Alt → H → S → F
Open Insert tab	Alt → N
Insert Pivot Table	Alt → N → V
Recommended Chart	Alt → N → R
Open Page Layout tab	Alt → P
Set print area	Alt → P → R → S
Open Formulas tab	Alt → M
Name selected cell(s)	Alt → M → M → D

Name manager	Alt → M → N
Trace precedents	Alt → M → P
Trace dependents	Alt → M → D
Open Data tab	Alt → A
Text to columns	Alt → A → E
Data validation	Alt → A → V → V
Insert data table	Alt → A → W → T
Group rows / columns	Alt → A → G → G
Ungroup rows / columns	Alt → A → U → U
Hide grouped rows / columns	Alt → A → H
Unhide grouped rows / columns	Alt → A → J
Open View tab	Alt → W
Toggle gridlines	Alt → W → V → G
Adjust zoom	Alt → W → Q
Reset zoom to 100%	Alt → W → J
Freeze panes	Alt → W → F → F

You don't need to memorize hotkeys! You press each key in sequence, and letters will pop up in the ribbon to lead you to what you want. Here are some of the most useful hotkey sequences: