Gridlines

Navigation

Action	Keyboard Shortcut
Beginning of row	Home
Beginning of worksheet	Ctrl + Home
Edge of data region	Ctrl + <Arrow>
Last used cell in worksheet	Ctrl + End
Vertically in worksheet	PgUp / PgDn
Horizontally in worksheet	Alt + PgUp / PgDn
Between worksheets	Ctrl + PgUp / PgDn
Between workbooks / windows	Ctrl + Tab
Between applications	Alt + Tab
Jump to source of link	Ctrl + [
Return from last jump	F5, Enter
Find / Replace	Ctrl + F / Ctrl + H
Toggle ribbon visibility	Ctrl + F1
Close window / workbook	Ctrl + W
Close application	Alt + F4

Auditing and Review

Action	Keyboard Shortcut
Quick chart	F11
Trace arrows	Alt, M …
Precedents	P
Dependents	D
Remove arrows	A, A
Select row differences	Select range -> Ctrl + \
Select column differences	Select range -> Ctrl + Shift + \
Display formulas in worksheet	Alt + M + H
	Ctrl + ¬

Editing: Rows & Columns

Action	Keyboard Shortcut
Select row	Shift + SPACE
Select column	Ctrl + SPACE
Insert new row	Alt, H, I, R
Insert new column	Alt, H, I, C
Insert new copied section	Alt, H, I, E
Deleted selection (row / column)	Ctrl + -

Editing: General

Action	Keyboard Shortcut
Copy & Paste (clears clipboard)	Ctrl + C , Enter
Paste special	Alt , H , V …
Formats	S, T
Formulas	F
Values	V
All except borders	B
Link	N
Undo	Ctrl + Z
Repeat	Ctrl + Y or F4
Outline border on selection	Ctrl + Shift + D
Remove the borders	Ctrl + Shift + -
Help	Ctrl + Alt + H

Editing: In Cell

Action	Keyboard Shortcut
Toggle edit and point mode	F2
Toggle anchoring	F4
Format cells dialog	Ctrl + 1
Edit cell comment	Shift + F2
SUM adjoining range	Alt + =

Editing: In Cell

Action	Keyboard Shortcut
Paste Quick Link & Row Anchor	Alt , H , V , N ,
	F2 , F4 , Enter (standard)
	Ctrl + Shift + Q (Gridlines Utility)
Copy Across	Ctrl + C ,
	Ctrl + Shift + → Enter ,
	Home , Shift + F9 (Standard)
	Ctrl + Shift + A (Gridlines Utility)
Row Sum	Ctrl + Shift + N (Gridlines Utility)
Delete Sheet (Cannot undo, make sure this is definitely the sheet to be deleted)	Alt , E , L

Calculations

Action	Keyboard Shortcut
Worksheet	Shift + F9
Workbook	Ctrl + Alt + F9
Cell	F2 , Enter
Individual formula element	F2 , select element , F9

Gridlines

Number Formats

Action	Keyboard Shortcut	Mnemonic	Example
Normal Style Toggle	Ctrl + Shift + ,	000 separator (Comma)	10,000/10000
Factor Style	Ctrl + Shift + .	Decimal point key	10.0000
Increase 0s	Ctrl + .	> for increase	10.0
Decrease 0s	Ctrl + ,	< for decrease	10.00
Percent Style	Ctrl + Shift + P	P for Percent	10.00%
Date Style Toggle	Ctrl + Shift + L	L for Long date	10 Jan 2017 / 10 Jan 17

Shading

Action	Keyboard Shortcut	Mnemonic	Example
No shade	Ctrl + Shift + C	C for Clear	10
Red	Ctrl + Shift + S	S for Stop	10
Yellow	Ctrl + Shift + Y	Y for Yellow	10
Green	Ctrl + Shift + G	G for Green	10
Light Yellow	Ctrl + Shift + I	I for Inputs	10
Light Gray	Ctrl + Shift + O	O for cOunterflOws	10
Lime	Ctrl + Shift + R	R for Review	10
Light Turquoise	Ctrl + Shift + V	V for Stored Values	10

Font Colours, Borders & Text

Action	Keyboard Shortcut	Mnemonic	Example
Black	Ctrl + Shift + B	B for Black	10
Blue	Ctrl + Shift + M	M for iMport	10
Red	Ctrl + Shift + X	X for eXport	10
Border	Ctrl + Shift + D	D for unDerline	10
Square Brackets	Ctrl + Shift + T	T for Temporary	[example]

Navigation

Action	Keyboard Shortcut	Mnemonic
Jump to Precedent	Ctrl + Shift + J	J for Jump
Return from Jump	Ctrl + Shift + K	Next to J
Expand Group	Ctrl + E	E for Expand
Collapse Group	Ctrl + Shift + E	E for CollapsE

Utilities

Action	Keyboard	Mnemonic
Quick Link	Ctrl + Shift + Q	Q for Quick link
Copy Across	Ctrl + Shift + A	A for Copy Across
Sum Across	Ctrl + Shift + N	N for SummatioN
Relocate Inputs	Ctrl + Alt + R	R for Relocate inputs
Placeholders List with comments	Ctrl + Alt + P	P for Placeholder list
Anchoring	Ctrl + Alt + A	A for Anchoring
Paste As Value w/o Format	Ctrl + Alt + D	D for Data
Paste Format From Copied Range	Ctrl + Alt + F	F for Format
Model Queries	Ctrl + Alt + Q	Q for Query
Add To Change Log	Ctrl + Alt + 1	
Save Change Log Values	Ctrl + Alt + 2	