

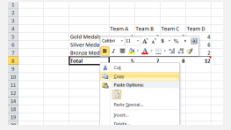
Excel's keyboard shortcuts

Learn some of the most useful keyboard combinations in Excel, and navigate through your worksheets with ease

Basic shortcuts

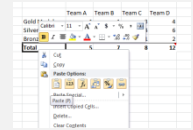
Copy a cell

Ctrl & **C**
Hold **Press**



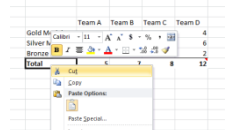
Paste a copied cell

Ctrl & **V**
Hold **Press**



Cut a cell

Ctrl & **X**
Hold **Press**



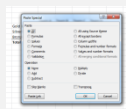
Undo

Ctrl & **Z**
Hold **Press**



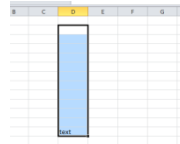
Paste Special

Alt & **E** & **S**
Press **Press** **Press**



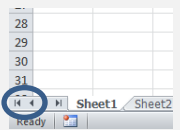
Extend the selection to the last non-blank cell

Ctrl & **Shift** & **Arrow**
Hold **Hold** **Press**



Move through sheets (downwards)

Ctrl & **PgDn**
Hold **Press**



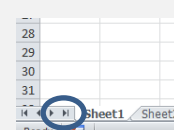
Switch the window

Alt & **Tab**
Press **Press**



Move through sheets (upwards)

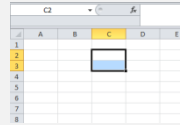
Ctrl & **PgUp**
Hold **Press**



Select an area of cells

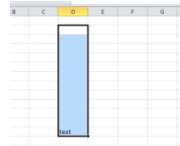
Extend the selection by one cell

Shift & **Arrow**
Hold **Press**



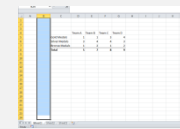
Extend the selection to the last non-blank cell

Ctrl & **Shift** & **Arrow**
Hold **Hold** **Press**



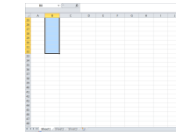
Extend the selection upwards (one screen)

Shift & **PgUp**
Hold **Press**



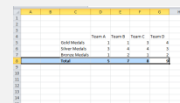
Extend the selection downwards (one screen)

Shift & **PgDn**
Hold **Press**



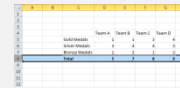
Extend the selection to the beginning of the row

Shift & **Home**
Hold **Press**



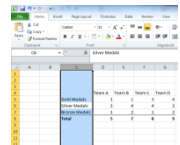
Select a row

Shift & **Spacebar**
Hold **Press**



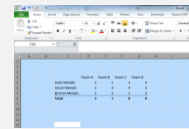
Select a column

Ctrl & **Spacebar**
Hold **Press**



Select the entire sheet

Ctrl & **A**
Hold **Press**



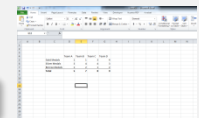
Select visible cells only

Alt & **;**
Hold **Press**



Select cells with comments

Ctrl & **Shift** & **O**
Hold **Hold** **Press**

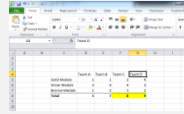


Data entry

Edit cell

F2

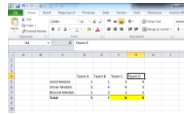
Press



Repeat
last operation

F4

Press



Repeat
last operation
(Redo)

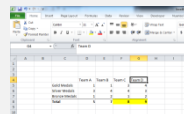
Ctrl

&

Y

Hold

Press



Type on a new
line within the
same cell

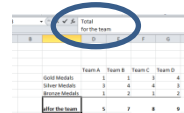
Alt

&

Enter

Hold

Press



Obtain the same
cell as above
(fill down)

Ctrl

&

D

Hold

Press



Obtain the same
cell as the one
to the left
(fill right)

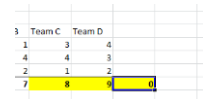
Ctrl

&

R

Hold

Press



Delete text in
the formula bar
(until the end of
the line)

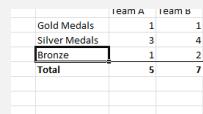
Ctrl

&

Del

Hold

Press



Create/Edit a
comment

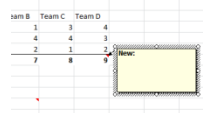
Shift

&

F2

Hold

Press



“Ctrl” shortcuts

Bold

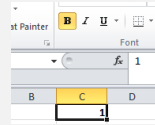
Ctrl

&

B

Hold

Press



Italic

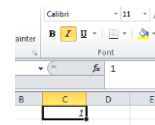
Ctrl

&

I

Hold

Press



Underline

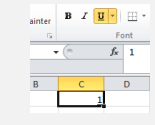
Ctrl

&

U

Hold

Press



Save

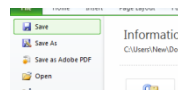
Ctrl

&

S

Hold

Press



Insert a
cell, column,
row

Ctrl

&

Shift

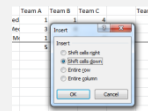
&

+

Hold

Hold

Press



Minimize
workbook

Ctrl

&

F9

Hold

Press



Find

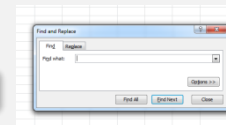
Ctrl

&

F

Hold

Press



Replace

Ctrl

&

H

Hold

Press



Print

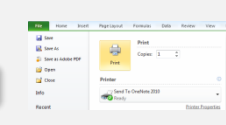
Ctrl

&

P

Hold

Press



Delete a
cell, column,
row

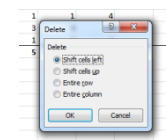
Ctrl

&

-

Hold

Press



Open a
workbook

Ctrl

&

O

Hold

Press



Maximize
workbook

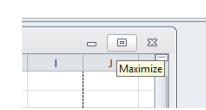
Ctrl

&

F10

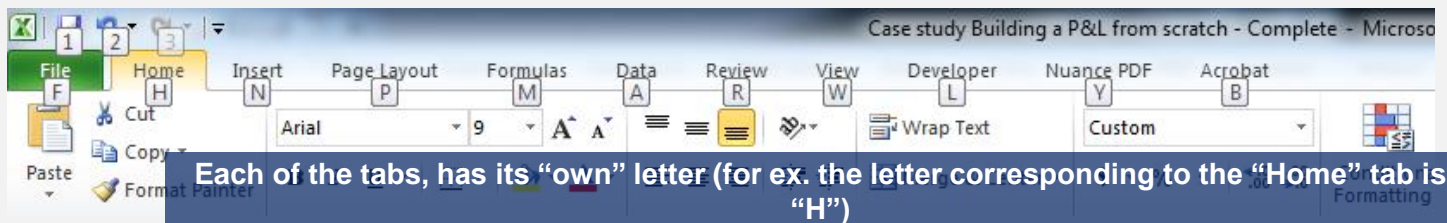
Hold

Press

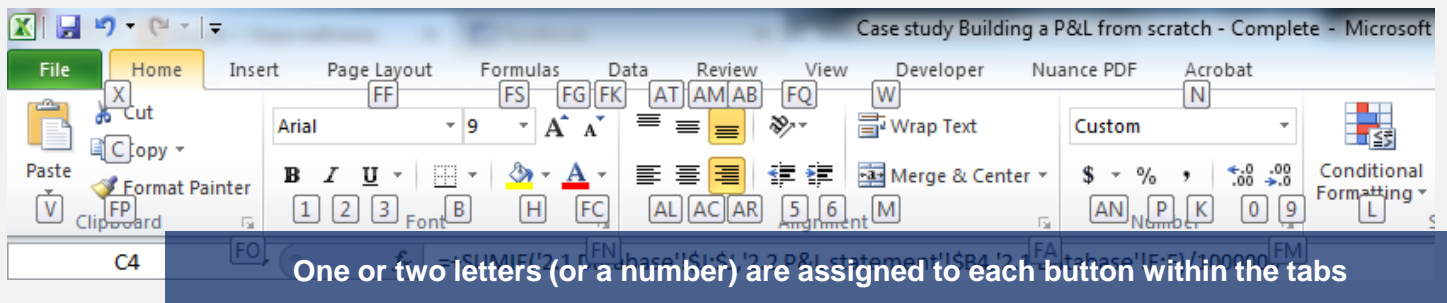


The power of the “Alt” key

When we press the “Alt” button, we see the following:



Then after pressing “H”, we see the following:

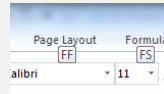


We are able to form many shortcuts using the “Alt” button. The ones that we use very frequently are rapidly memorized by our brain and we become much, much quicker in carrying out routine tasks (which is fundamental for solid Excel users)

Combinations generated with “Alt”

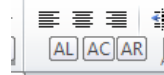
Select a
font size

Alt & H & FS
Press Press Press



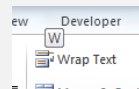
Align text

Alt & H & AL/AC/AR
Press Press Press



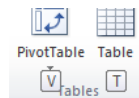
Wrap
text

Alt & H & W
Press Press Press



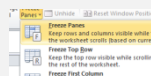
Insert a
Pivot Table

Alt & N & V
Press Press Press



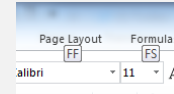
Freeze
Panes

Alt & W & F & F
Press Press Press Press



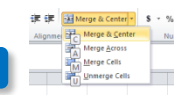
Select a
font

Alt & H & FF
Press Press Press



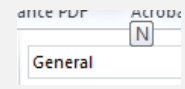
Merge &
Center

Alt & H & M & C
Press Press Press Press



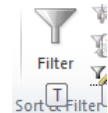
Change
number
format

Alt & H & N
Press Press Press



Insert a
filter

Alt & A & T
Press Press Press



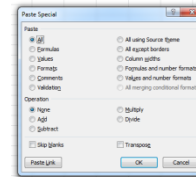
Insert a
comment

Alt & R & FS
Press Press Press



“Paste Special” shortcuts

Alt + E + S
“Paste Special”



Paste
Special
Values

Alt & E & S & V
Press Press Press Press

Paste
Special
Formulas

Alt & E & S & F
Press Press Press Press

Paste
Special
Formats

Alt & E & S & T
Press Press Press Press

Paste
Special
Formulas and
number formats

Alt & E & S & R
Press Press Press Press

Multiply by a
copied cell

Alt & E & S & M
Press Press Press Press

Divide by a
copied cell

Alt & E & S & I
Press Press Press Press

Transpose

Alt & E & S & E
Press Press Press Press

Paste
Special
Column
width

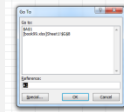
Alt & E & S & W
Press Press Press Press

Other shortcuts

"Go To"
window

F5

Press



"Select
Special"

F5

Press

&

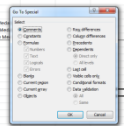
Alt

Hold

&

S

Press



Save as

F12

Press



Ungroup
rows/columns

Alt

Hold

&

Shift

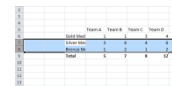
Hold

&

Left

Arrow

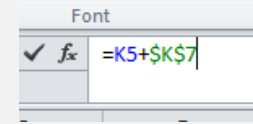
Press



Fix the row and
column reference
of a cell (in the
formula bar)

F4

Press



Insert a blank
sheet

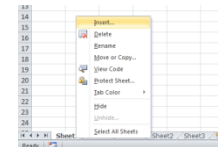
Shift

Hold

&

F11

Press



Select directly or
indirectly
connected cells

Ctrl

Hold

&

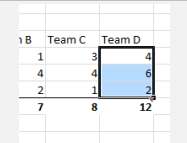
Shift

Hold

&

{

Press



Group
Rows/columns

Alt

Hold

&

Shift

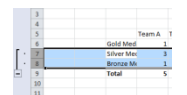
Hold

&

Right

arrow

Press



Format
cells

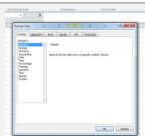
Ctrl

Hold

&

1

Press



Close
Excel

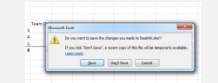
Alt

Hold

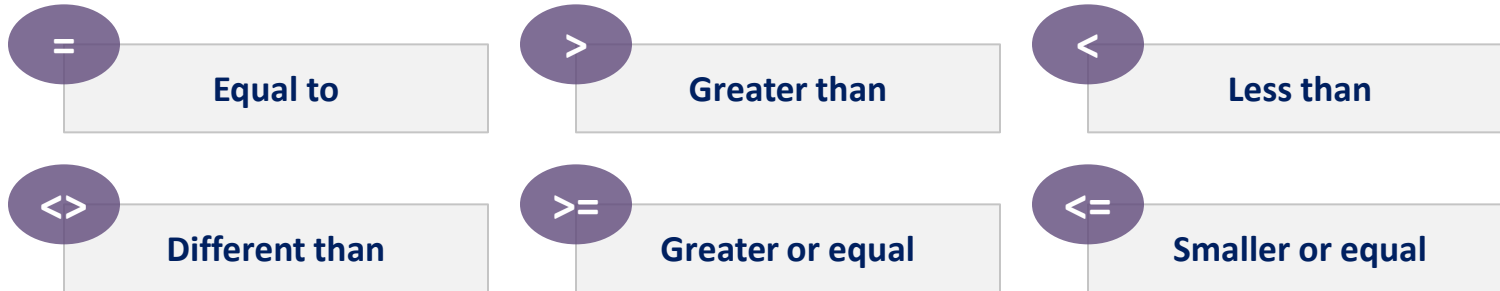
&

F4

Press

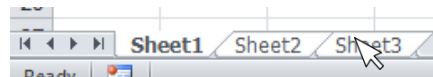
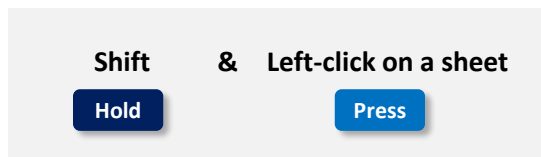


Logical operators

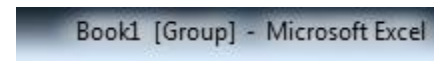


Grouping of sheets

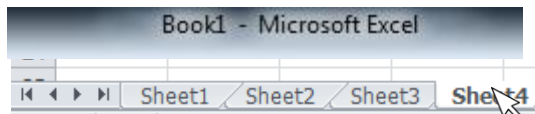
You can group worksheets, if you would like to edit multiple worksheets at the same time. When two or more sheets are grouped, every action that is carried out on one of them is carried out on the other as well



Hold the Shift button and click on the sheets that you would like to be grouped



Once you have grouped the sheets, the title of the workbook would indicate that you are operating in "Group" mode



In order to exit Group mode, you need to go to a sheet which was not included in the Grouping. The "[Group]" sign at the top of the workbook will immediately disappear

! Please, use this functionality very carefully! It is possible to forget that you are still operating under "Group" mode. Be careful not to do that. !