Advanced Excel for Productivity

Excel for Windows - Keyboard Shortcuts Reference

The Basics

CTRL + B	Bold
CTRL + I	Italics
CTRL + Z	Undo
CTRL + Y	Redo
CTRL + C	Copy
CTRL + X	Cut
CTRL + V	Paste
CTRL + N	New workbook
CTRL + S	Save
F12	Save as
CTRL + O	Open
CTRL + P	Print

Formulas

F2	Edit formula
ESC	Exit formula editing
ALT + =	Auto-sum selection
CTRL + D	Fill down
CTRL + R	Fill right
ALT T U D	Trace depedents
ALT T U T	Trace precedents
ALT T U A	Clear trace arrows
CTRL + [	Go to precedents
CTRL +]	Go to dependents
CTRL + SHIFT + Enter	Enter array formula
F9	Calculate formulas

Paste Special

CTRL + ALT + V	Paste special dialog*
ALT E S	Paste special dialog
V Enter	Paste values
T Enter	Paste formatting
F Enter	Paste formulas

Keyboard Navigation

CTRL + Arrows	Go to end of contiguous range
SHIFT + Arrows	Select cells
CTRL + Tab	Switch through workbooks
ALT + Tab	Switch through programs
CTRL + Pg Down	Next worksheet
CTRL + Pg Up	Previous worksheet
CTRL + F	Find
CTRL + Home	Go to first cell (A1)
CTRL + End	Go to last cell

Formatting

CTRL + 1	Open format cells dialog
CTRL + SHIFT + 1	Number format (2 decimals)
CTRL + SHIFT + 4	Currency format (2 decimals)
CTRL + SHIFT + 5	Percentage format
ALT H 0	Increase decimal*
ALT H 9	Decrease decimal*
CTRL + SHIFT + 7	Add outline border
CTRL + SHIFT + _	Clear borders from selection
ALT O C A	Auto-fit column width
ALT H A L	Align left*
ALT H A C	Align center*
ALT H A R	Align right*

Select, Insert, Delete Cells

SHIFT + SPACE	Select row
CTRL + SPACE	Select column
CTRL + A	Select all
CTRL + SHIFT + 8	Select contiguous region
CTRL + _	Delete selection
ALT I R	Insert row(s)
ALT I C	Insert column(s)
ALT I E	Insert cell(s)
CTRL + SHIFT + =	Insert cell(s)
ALT + ;	Select only visible cells

Group and Hide Rows and Columns

ATL D G G	Group rows/columns
ALT + SHIFT + Right	Group rows/columns*
ALT D G U	Ungroup rows/columns
ALT + SHIFT + Left	Ungroup rows/columns*
ALT D G H	Hide grouped rows/columns
ALT D G S	Show grouped rows/columns
CTRL + 9	Hide row
CTRL + SHIFT + 9	Unhide row
CTRL + 0	Hide column
CTRL + SHIFT + 0	Unhide column**

Within a Dialog Box

ENTER	"OK"
ESC	"Cancel"
CTRL + Pg Up	Previous Tab
CTRL + Pg Down	Next Tab
TAB	Cycle through items
SPACE	Adjust selected item

Within a Cell

F4	Anchor reference
F3	Insert a named reference
ALT + Enter	New line within cell
SHIFT + Arrows	Select within cell
CTRL + Arrows	Jump to next word within cell
Home	Go to beginning of cell
End	Go to end of cell

Macros and VBA

ALT + F11	Switch between Excel and VBA
ALT + F8	Open macros dialog box
In VBA editor:	
F5	Run Macro
F9	Add/remove break point
F8	Step through macro
CTRL + J	List properties/methods

Other Excel Shortcuts

CTRL + Mouse Scroll	Zoom in/out
SHIFT + F2	Insert comment
F7	Spell check
CTRL + K	Hyperlink
CTRL + T	Create table from selection
CTRL + ~	Toggle show formulas
ALT M M D	Define cell/range name*
ALT + Down	Open dropdown list

* Shortcut only available in Excel 2007 and newer
** Doesn't work by default in Excel 2007 and newer