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MS EXCEL SHORTCUT KEYS

Keyboard Shortcuts

Did you know there are more than 300+ Excel Shortcuts? Well, if you don't believe check out the list of Excel Shortcuts below. The one which is very much familiar with Microsoft Excel will be surprised by the number of shortcuts and tricks Excel provides.

These Excel Shortcut keys and tricks will speed up the work and make things convenient for you. I can guarantee you that it's worth the time utilized to learn these shortcuts. Many users do not understand the importance of shortcut keys unless and until they use it. Click here to learn Google sheet shortcuts

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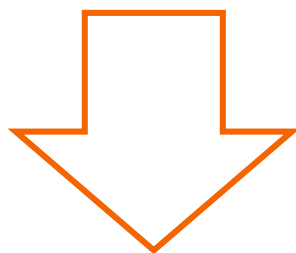
Open options	Alt	F	T
Open help	F1		
Undo last action	Ctrl	Z	
Redo last action	Ctrl	Y	
Copy selected cells	Ctrl	C	
Repeat last action	F4		
Cut selected cells	Ctrl	X	
Paste content from clipboard	Ctrl	V	
Paste special dialog box	Ctrl	Alt	V
Find & Replace	Ctrl	F	
Find & Replace, Replace selected	Ctrl	H	
Find previous match	Ctrl	Shift	F4

GENERAL SHORTCUTS

Find next match	Shift	F4
Create embedded chart	Alt	F1
Create chart in new worksheet	F11	

FILE SHORTCUTS

Create new workbook	Ctrl	N
Open workbook	Ctrl	O
Save workbook	Ctrl	S
Save as	F12	
Print file	Ctrl	P
Open print preview window	Ctrl	F2
Close current workbook	Ctrl	F4
Close Excel	Alt	F4

TABLES & DATA FORMS SHORTCUTS

Insert table	`Ctrl` `T`
Select table row	`Shift` `Space`
Select table column	`Ctrl` `Space`
Select table	`Ctrl` `A`
Toggle table total row	`Ctrl` `Shift` `T`
Move to the next field which can be edited	`Tab`
Move to the previous field which can be edited	`Shift` `Tab`
Move to the first field in the next record	`Enter`
Move to the first field in the previous record	`Shift` `Enter`
Move to the same field 10 records forward	`Page Down`
Move to the same field 10 records back	`Page Up`
Move to a new record	`Ctrl` `Page Dn`

Move to first record	Ctrl Page Up
Move to the beginning of a field	Home
Move to the end of a field	End

RIBBON SHORTCUTS

Expand or collapse ribbon	Ctrl F1
Activate access keys	Alt
Move to next ribbon control	Tab
Activate or open selected control	Space
Confirm control change	Enter
Get help on selected control	F1

FILTERS SHORTCUTS

Activate filter	Alt ⇩
Toggle auto filter	Ctrl Shift L
Select the next item in the autofilter list	⇩
Select the previous item in the autofilter list	⇧
Close the autofilter	Alt ⇧
Select the first item in the autofilter list	Home
Select the last item in the autofilter list	End
Clear slicer filter	Alt C
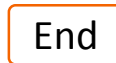
DRAG AND DROP SHORTCUTS

Drag and cut	Drag
Drag and copy	Ctrl Drag
Drag and insert	Shift Drag
Drag and insert copy	Ctrl Shift Drag
Drag to worksheet	Alt Drag
Drag to duplicate worksheet	Ctrl Drag

NAVIGATION SHORTCUTS

Move one cell right	⇨
Move one cell left	⇦
Move one cell up	⇧
Move one cell down	⇩
Move one screen right	Alt Page Dn
Move one screen left	Alt Page Up
Move one screen up	Page Up
Move one screen down	Page Dn
Move to right edge of data region	Ctrl ⇨
Move to left edge of data region	Ctrl ⇦
Move to top edge of data region	Ctrl ⇧
Move to bottom edge of data region	Ctrl ⇩

NAVIGATION SHORTCUTS

Move to beginning of row	`Home`
Move to last cell in worksheet	`Ctrl` `End`
Move to first cell in worksheet	`Ctrl` `Home`
Turn End Mode on	`End`
Go back to hyperlink	`Ctrl` `G` `Enter`

ACTIVE CELL SHORTCUTS

Select active cell only	`Shift` `Backspace`
Show the active cell on worksheet	`Ctrl` `Backspace`
Move active cell clockwise in selection	`Ctrl` `.`
Move active cell down in selection	`Enter`
Move active cell up in selection	`Shift` `Enter`

SELECTION SHORTCUTS

Select entire row	Shift Space
Select entire column	Ctrl Space
Select entire worksheet	Ctrl A
Add adjacent cells to selection	Shift Click
Add non-adjacent cells to selection	Ctrl Click
Move right between non-adjacent selections	Ctrl Alt ⇨
Move left between non-adjacent selections	Ctrl Alt ⇦
Toggle add to selection mode	Shift F8
Cancel selection	Esc

EXTEND SELECTION [ES] SHORTCUTS

ES by one cell right	Shift	⇨	
ES by one cell right	Shift	⇦	
ES by one cell up	Shift	⇧	
ES by one cell down	Shift	⇩	
Extend the selection to the last cell right	Ctrl	Shift	⇨
Extend the selection to the last cell left	Ctrl	Shift	⇦
Extend the selection to the last cell up	Ctrl	Shift	⇧
Extend the selection to the last cell down	Ctrl	Shift	⇩
ES up one screen	Shift	Page Up	
ES down one screen	Shift	Page Dn	
ES right one screen	Alt	Shift	Page Dn
ES left one screen	Alt	Shift	Page Up

EXTEND SELECTION [ES] SHORTCUTS

ES to start or row	`Shift` `Home`
ES to first cell in worksheet	`Ctrl` `Shift` `Home`
ES to last cell in worksheet	`Ctrl` `Shift` `End`
Toggle extend selection mode	`F8`

NUMBER FORMATTING SHORTCUTS

Apply general format	`Ctrl` `Shift` `~`
Apply currency format	`Ctrl` `Shift` `$`
Apply percentage format	`Ctrl` `Shift` `%`
Apply scientific format	`Ctrl` `Shift` `^`
Apply date format	`Ctrl` `Shift` `#`
Apply time format	`Ctrl` `Shift` `@`
Apply number format	`Ctrl` `Shift` `!`

SELECT SPECIAL SHORTCUTS

Display Go To dialog box	`Ctrl` `G`
Select cells with comments	`Ctrl` `Shift` `O`
Select current region around active cell	`Ctrl` `Shift` `*`
Select current region	`Ctrl` `A`
Select current array	`Ctrl` `/`
Select row difference	`Ctrl` `\`
Select column difference	`Ctrl` `Shift` `|`
Select direct precedents	`Ctrl` `[`
Select all precedents	`Ctrl` `Shift` `{`
Select direct dependents	`Ctrl` `]`
Select all dependents	`Ctrl` `Shift` `}`
Select visible cells only	`Alt` `;`

ENTERING DATA SHORTCUTS

Enter and move down	Enter
Enter and move up	Shift Enter
Enter and move right	Tab
Enter and move left	Shift Tab
Complete entry and stay in same cell	Ctrl Enter
Enter same data in multiple cells	Ctrl Enter
Insert current date	Ctrl ;
Insert current time	Ctrl Shift :
Fill down from cell above	Ctrl D
Fill right from cell left	Ctrl R
Copy formula from cell above	Ctrl '
Copy value from cell above	Ctrl Shift "

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Add hyperlink	Ctrl	K	
Display AutoComplete list	Alt	⇩	
Flash Fill	Ctrl	E	

CELL BORDERS SHORTCUTS

Add border outline	Ctrl	Shift	&	
Add or remove border right	Alt	H	B	R
Add or remove border left	Alt	H	B	L
Add or remove border top	Alt	H	B	T
Add or remove border bottom	Alt	H	B	B
Remove borders	Ctrl	Shift	_	

CELL EDIT MODE SHORTCUTS

Edit the active cell	F2
Insert or edit comment	Shift · F2
Cancel entry	Esc
Select one character right	Shift · ⇨
Select one character left	Shift · ⇦
Move one word right	Ctrl · ⇨
Move one word left	Ctrl · ⇦
Select one word right	Ctrl · Shift · ⇨
Select one word left	Ctrl · Shift · ⇦
Select to beginning of cell	Shift · Home
Select to end of cell	Shift · End
Delete to end of line	Ctrl · Delete

CELL EDIT MODE SHORTCUTS

Delete character to the left of cursor	Backspace
Delete character to the right of cursor	Delete
Start a new line in the same cell	Alt Enter

FORMATTING SHORTCUTS

Format anything	Ctrl 1
Display format cells with font tab selected	Ctrl Shift F
Apply or remove bold formatting	Ctrl B
Apply or remove italic formatting	Ctrl I
Apply or remove underscoring	Ctrl U
Apply or remove strikethrough formatting	Ctrl 5
Increase font size one step	Alt H FG
Decrease font size one step	Alt H FK

FORMATTING SHORTCUTS

Align center	`Alt` `H` `A` `C`
Align left	`Alt` `H` `A` `L`
Align right	`Alt` `H` `A` `R`
Indent	`Alt` `H` `6`
Remove indent	`Alt` `H` `5`

DIALOG BOXES SHORTCUTS

Move to next control	`Tab`
Move to previous control	`Shift` `Tab`
Move to next tab	`Ctrl` `Tab`
Move to previous tab	`Ctrl` `Shift` `Tab`
Check & Uncheck box	`Space`
Cancel & Close the dialog box	`Esc`

FORMULAS SHORTCUTS

Toggle absolute and relative references	F4
Open the Insert function dialog box	Shift F3
AutoSum selected cells	Alt =
Toggle formulas on and off	Ctrl '
Insert function arguments	Ctrl Shift A
Enter array formula	Ctrl Shift Enter
Calculate worksheets	F9
Calculate active worksheet	Shift F9
Force calculate all worksheets	Ctrl Alt F9
Evaluate part of a formula	F9
Expand or collapse the formula bar	Ctrl Shift U
Display function arguments dialog box	Ctrl A

FORMULAS SHORTCUTS

Define name	Ctrl F3
Define name using row and column labels	Ctrl Shift F3
Paste name into formula	F3
Accept function with autocomplete	Tab

PIVOT TABLES SHORTCUTS

Select entire pivot tables	Ctrl A
Group pivot table items	Alt Shift ⇨
Ungroup pivot table items	Alt Shift ⇦
Hide pivot table item	Ctrl -
Create pivot chart on same worksheet	Alt F1
Create pivot chart on new worksheet	F11
Open pivot table wizard	Alt D P

GRID OPERATIONS SHORTCUTS

Display Insert dialog box	Ctrl	Shift	+
Insert rows	Ctrl	Shift	+
Insert columns	Ctrl	Shift	+
Display Delete dialog box	Ctrl	-	
Delete rows	Ctrl	-	
Delete columns	Ctrl	-	
Delete cells	Ctrl	-	
Delete contents of selected cells	Delete		
Hide columns	Ctrl	0	
Hide rows	Ctrl	9	
Unhide rows	Ctrl	Shift	9
Unhide columns	Ctrl	Shift	0

GRID OPERATIONS SHORTCUTS

Group rows or columns	Alt	Shift	⇨
Ungroup rows or columns	Alt	Shift	⇦
Open group dialog box	Alt	Shift	⇨
Open Ungroup dialog box	Alt	Shift	⇦
Hide or show outline symbols	Ctrl	8	
Zoom in	Ctrl	Alt	+
Zoom out	Ctrl	Alt	-

WORKBOOK SHORTCUTS

Insert new worksheet	Shift	F11	
Go to next worksheet	Ctrl	Page Dn	
Go to previous worksheet	Ctrl	Page Up	
Go to next workbook	F6		
Go to previous workbook	Shift	F6	
Minimize current workbook window	Ctrl	Tab	
Maximize current workbook window	Ctrl	Shift	Tab
Select adjacent worksheets	Shift	Click	
Select non-adjacent worksheets	Ctrl	Click	
Toggle scroll lock	Scr Lk		
Toggle full screen	Ctrl	Shift	F1

OTHERS SHORTCUTS

Open spelling dialog box	F7
Open Thesaurus dialog box	Shift F7
Open Macro dialog box	Alt F8
Open VBA Editor	Alt F11
Duplicate object	Ctrl D
Snap to grid	Alt
Hide or show objects	Ctrl 6
Display modify cell style dialog box	Alt '
Display right click menu	Shift F10
Delete comment	Shift F10 D
Display control menu	Alt Space

All the above Excel Shortcuts will benefit after you have got a grip or control of it. Excel Shortcuts keys will make every action of your short. Hence learning this Excel Shortcuts will help you to ease your task, cut down extra efforts, land you more time in prioritizing your work.

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