



# 100+ Excel Keyboard Shortcuts

## *How to master key board shortcuts tips*

1. Take down a handful (may be 5 or 10) shortcuts that you think you'll use the most and pin them to your desk. Make a conscious effort every time to use them
2. As you become a more avid user of Excel keep adding more keyboard shortcuts to your kitty. Also knowing how to [type faster](#) really helps to get your hands on the keyboard, so learn typing
3. Remembering keyboard shortcuts is all about using them over and over again till the time they come intuitively to you
4. Quick Tip:
  - The shortcuts that begin with Ctrl require you to press the Ctrl key and the shortcut key together
  - The shortcuts that begin with Alt do not require you to press Alt Key and shortcut keys together\* and that is the reason why Alt based shortcuts tend to be longer than Ctrl based shortcuts

\*This rule is not applicable for all Alt Based shortcuts, for example **ALT** = (pressed together, applies the =SUM formula)

# Navigation Shortcuts

Arrow Keys	Move one cell up, down, left, or right in a worksheet
Page Down / Page Up	Move one screen down / one screen up in a worksheet
Alt + Page Down / Alt + Page Up	Move one screen to the right / to the left in a worksheet
Tab / Shift + Tab	Move one cell to the right / to the left in a worksheet
Ctrl + Arrow Keys	Move to the edge of next data region (cells that contains data)
Home	Move to the beginning of a row in a worksheet
Ctrl + Home	Move to the beginning of a worksheet
Ctrl + End	Move to the last cell with content on a worksheet. (Cell A1)
Ctrl + f	Display the Find and Replace dialog box (with Find selected)
Ctrl + h	Display the Find and Replace dialog box (with Replace selected)
Ctrl + g (or F5)	Display the 'Go To' dialog box
Alt + Arrow Down	Display the AutoComplete list e.g. in cell with dropdowns or autofilter

Ctrl + Arrow Left / Ctrl + Arrow Right

Inside a cell: Move one word to the left / to the right.

Home/End

Inside a cell: Move to the beginning / to the end of a cell entry.

*These shortcuts work in the Cell Edit mode (Press F2 on any cell)*



# Selection Shortcuts

Shift + Space

Select the entire row

Ctrl + Space

Select the entire column

Ctrl + Shift + \* (asterisk)

Select the current region around the active cell

Ctrl + A  
(or Ctrl + Shift + Spacebar)

Select the entire worksheet or the data-containing area. Pressing CTRL + A second time to select the entire worksheet

Ctrl + Shift + Page Up

Select the current and previous sheet in a workbook

Ctrl + Shift + o

Select all cells with comments

Shift + Arrow Keys

Extend the selection by one cell

Ctrl + Shift + Arrow Key

Extend the selection to the last cell with data in row or column

Shift + Page Down /  
Shift + Page Up

Extend the selection down one screen /up one screen

Shift + Home

Extend the selection to the beginning of the row

Ctrl + Shift + Home

Extend the selection to the beginning of the worksheet

Ctrl + Shift + End

Extend the selection to the last used cell on the worksheet (lower-right corner)



# Editing Shortcuts

Ctrl + z Undo last action (multiple times)

Ctrl + y Redo last action (multiple times)

Ctrl + c Copy contents of selected cells

Ctrl + x Cut contents of selected cells

Ctrl + v Paste content from clipboard into selected cell

Ctrl + Alt + v If data exists in clipboard: Display the Paste Special dialog box

Ctrl + Shift + [+] If data exists in clipboard: Display the Insert dialog box to insert blank cells

F2 Edit the active cell with cursor at end of the line

Alt + Enter Start a new line in the same cell

Shift + Enter Complete a cell entry and move up in the selection

Tab / Shift + Tab Complete a cell entry and move to the right / to the left in the selection

Esc Cancel a cell entry

Ctrl + Delete Delete text to the end of the line

Ctrl + ; (semicolon) Insert current date

→ *These shortcuts work in the Cell Edit mode (Press F2 on any cell)*



# Editing Shortcuts Continued..

Ctrl + d	Fill complete cell down (Copy above cell)
Ctrl + r	Fill complete cell to the right (Copy cell from the left)
Ctrl + "	Fill cell values down and edit (Copy above cell values)
Ctrl + ' (apostrophe)	Fill cell formulas down and edit (Copy above cell formulas)
Ctrl + -	Delete Cell/Row/Column. It pops up a menu to select further options
Ctrl + - (with row / column Selected)	Delete row / delete column
Alt > i > r	Insert Row
ALT > i > c	Insert column
Shift + F2	Insert / Edit a cell comment
Alt + F1	Create and insert chart with data in current range as embedded Chart Object
F11	Create and insert chart with data in current range in a separate Chart sheet
Ctrl + k	Insert a hyperlink

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# Hide & Unhide Shortcuts

Ctrl + 9

Hide the selected rows

Ctrl + Shift + 9

Unhide any hidden rows within the selection

Ctrl + 0 (zero)

Hide the selected columns

Ctrl + Shift + 0 (zero)

Unhide any hidden columns within the selection

Ctrl + `

Alternate between displaying cell values and displaying cell formulas

Alt + Shift + Arrow Right

Group rows or columns

Alt + Shift + Arrow Left

Ungroup rows or columns

Alt > o > c > w

Adjust Columns width to a specific value

Alt > h > o > h

Adjust row height to a specific value



# Formatting Shortcuts

Ctrl + Shift + \$	Apply the Currency format with two decimal places
Ctrl + Shift + ~	Apply the General number format
Ctrl + Shift + %	Apply the Percentage format with no decimal places
Ctrl + Shift + #	Apply the Date format with the day, month, and year
Ctrl + Shift + @	Apply the Time format with the hour and minute, and indicate A.M. or P.M.
Ctrl + Shift + !	Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values
F4	Repeat last formatting action: Apply previously applied Cell Formatting to a different Cell
Ctrl + Shift + \$	Apply the Currency format with two decimal places.



# Formula & Naming Shortcuts

Alt + =	Insert the AutoSum formula
Shift + F3	Display the Insert Function dialog box
Ctrl + a	Display Formula Window after typing formula name
Ctrl + Shift + a	Insert Arguments in formula after typing formula name
Ctrl + Shift + Enter	Enter a formula as an array formula
F4	After typing cell reference (e.g. =E3) makes reference absolute (=\$E\$4)
F9	Calculate all worksheets in all open workbooks. (in case of manual calculation)
Shift + F9	Calculate the active worksheet. (in case of manual calculation)
Ctrl + Alt + F9	Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation
Ctrl + Alt + Shift + F9	Recheck dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.
Ctrl + Shift + U	Toggle expand or collapse formula bar.
Ctrl + F3	Define a Cell or Range Name
Ctrl + Shift + F3	Create names from row and column labels
F3	Paste a defined name into a formula





# Miscellaneous Shortcuts

Ctrl + o	Open File
Ctrl + s	Save the active file with its current file name, location, and file format
F12	Display the Save As dialog box
Ctrl + p	Print File (Opens print menu)
F1	Display the Excel Help task pane
F7	Display the Spelling dialog box
Alt + F8	Display the Macro dialog box
Alt + F11	Open the Visual Basic Editor to create Macros
Alt + Arrow Down	Open the selected drop-down list box



# Pivot Table Shortcuts

Alt > N > V > T / Alt > N > V

Insert a Pivot Table / Insert Pivot Table in Excel 2013

Ctrl + Shift+\* (asterisk)

Select the entire PivotTable report

Space

Select or clear a check box in the list

Alt + F5

Refresh the active Pivot Table

Ctrl + Alt + F5

Refresh all Pivot Tables in the Workbook