



[Home](#) [Excel tips](#) [Excel keyboard shortcuts](#)

Excel keyboard shortcuts

This list gives you a glance of (nearly) all shortcut combinations in Excel. Please take the time to read it. I'm sure you'll find many of them useful. There is also a list of the [default shortcuts in ASAP Utilities](#).

- [Excel shortcuts](#)
- [Shortcuts for the Visual Basic Editor](#)

Excel shortcuts

Shortcut key	Action	Menu equivalent comments	version
Ctrl+A	Select All	None	All
Ctrl+B	Bold	Format, Cells, Font, Font Style, Bold	All
Ctrl+C	Copy	Edit, Copy	All
Ctrl+D	Fill Down	Edit, Fill, Down	All
Ctrl+F	Find	Edit, Find	All
Ctrl+G	Goto	Edit, Goto	All
Ctrl+H	Replace	Edit, Replace	All
Ctrl+I	Italic	Format, Cells, Font, Font Style, Italic	All
Ctrl+K	Insert Hyperlink	Insert, Hyperlink	Excel 97/2000 +
Ctrl+N	New Workbook	File, New	All
Ctrl+O	Open	File, Open	All
Ctrl+P	Print	File, Print	All
Ctrl+R	Fill Right	Edit, Fill Right	All
Ctrl+S	Save	File, Save	All
Ctrl+U	Underline	Format, Cells, Font, Underline, Single	All
Ctrl+V	Paste	Edit, Paste	All
Ctrl W	Close	File, Close	Excel 97/2000 +
Ctrl+X	Cut	Edit, Cut	All
Ctrl+Y	Repeat	Edit, Repeat	All

Ctrl+Z	Undo	Edit, Undo	All
F1	Help	Help, Contents and Index	All
F2	Edit	None	All
F3	Paste Name	Insert, Name, Paste	All
F4	Repeat last action	Edit, Repeat. Works while not in Edit mode.	All
F4	While typing a formula, switch between absolute/relative refs	None	All
F5	Goto	Edit, Goto	All
F6	Next Pane	None	All
F7	Spell check	Tools, Spelling	All
F8	Extend mode	None	All
F9	Recalculate all workbooks	Tools, Options, Calculation, Calc Now	All
F10	Activate Menubar	N/A	All
F11	New Chart	Insert, Chart	All
F12	Save As	File, Save As	All
Ctrl+:	Insert Current Time	None	All
Ctrl+;	Insert Current Date	None	All
Ctrl+''	Copy Value from Cell Above	Edit, Paste Special, Value	All
Ctrl+'	Copy Formula from Cell Above	Edit, Copy	All
Shift	Hold down shift for additional functions in Excel's menu	none	Excel 97/2000 +
Shift+F1	What's This?	Help, What's This?	All
Shift+F2	Edit cell comment	Insert, Edit Comments	All
Shift+F3	Paste function into formula	Insert, Function	All
Shift+F4	Find Next	Edit, Find, Find Next	All
Shift+F5	Find	Edit, Find, Find Next	All
Shift+F6	Previous Pane	None	All
Shift+F8	Add to selection	None	All
Shift+F9	Calculate active worksheet	Tools, Options, Calculation, Calc Sheet	All
Ctrl+Alt+F9	Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.	None	Excel 97/2000 +
Ctrl+Alt+Shift+F9	Rechecks dependent formulas and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.	None	Excel 97/2000 +

Shift+F10	Display shortcut menu	None	All
Shift+F11	New worksheet	Insert, Worksheet	All
Shift+F12	Save	File, Save	All
Ctrl+F3	Define name	Insert, Names, Define	All
Ctrl+F4	Close	File, Close	All
Ctrl+F5	XL, Restore window size	Restore	All
Ctrl+F6	Next workbook window	Window, ...	All
Shift+Ctrl+F6	Previous workbook window	Window, ...	All
Ctrl+F7	Move window	XL, Move	All
Ctrl+F8	Resize window	XL, Size	All
Ctrl+F9	Minimize workbook	XL, Minimize	All
Ctrl+F10	Maximize or restore window	XL, Maximize	All
Ctrl+F11	Inset 4.0 Macro sheet	None in Excel 97. In versions prior to 97 - Insert, Macro, 4.0 Macro	All
Ctrl+F12	File Open	File, Open	All
Alt+F1	Insert Chart	Insert, Chart...	All
Alt+F2	Save As	File, Save As	All
Alt+F4	Exit	File, Exit	All
Alt+F8	Macro dialog box	Tools, Macro, Macros in Excel 97 Tools,Macros - in earlier versions	Excel 97/2000 +
Alt+F11	Visual Basic Editor	Tools, Macro, Visual Basic Editor	Excel 97/2000 +
Ctrl+Shift+F3	Create name by using names of row and column labels	Insert, Name, Create	All
Ctrl+Shift+F6	Previous Window	Window, ...	All
Ctrl+Shift+F12	Print	File, Print	All
Alt+Shift+F1	New worksheet	Insert, Worksheet	All
Alt+Shift+F2	Save	File, Save	All
Alt+=	AutoSum	No direct equivalent	All
Ctrl+`	Toggle Value/Formula display	Tools, Options, View, Formulas	All
Ctrl+Shift+A	Insert argument names into formula	No direct equivalent	All
Alt+Down arrow	Display AutoComplete list	None	Excel 95
Alt+'	Format Style dialog box	Format, Style	All
Ctrl+Shift+~	General format	Format, Cells, Number, Category, General	All

Ctrl+Shift+!	Comma format	Format, Cells, Number, Category, Number	All
Ctrl+Shift+@	Time format	Format, Cells, Number, Category, Time	All
Ctrl+Shift+#	Date format	Format, Cells, Number, Category, Date	All
Ctrl+Shift+\$	Currency format	Format, Cells, Number, Category, Currency	All
Ctrl+Shift+%	Percent format	Format, Cells, Number, Category, Percentage	All
Ctrl+Shift+^	Exponential format	Format, Cells, Number, Category,	All
Ctrl+Shift+&	Place outline border around selected cells	Format, Cells, Border	All
Ctrl+Shift+_	Remove outline border	Format, Cells, Border	All
Ctrl+Shift+*	Select current region	Edit, Goto, Special, Current Region	All
Ctrl++	Insert	Insert, (Rows, Columns, or Cells) Depends on selection	All
Ctrl+-	Delete	Delete, (Rows, Columns, or Cells) Depends on selection	All
Ctrl+1	Format cells dialog box	Format, Cells	All
Ctrl+2	Bold	Format, Cells, Font, Font Style, Bold	All
Ctrl+3	Italic	Format, Cells, Font, Font Style, Italic	All
Ctrl+4	Underline	Format, Cells, Font, Font Style, Underline	All
Ctrl+5	Strikethrough	Format, Cells, Font, Effects, Strikethrough	All
Ctrl+6	Show/Hide objects	Tools, Options, View, Objects, Show All/Hide	All
Ctrl+7	Show/Hide Standard toolbar	View, Toolbars, Standard	All
Ctrl+8	Toggle Outline symbols	None	All
Ctrl+9	Hide rows	Format, Row, Hide	All
Ctrl+0	Hide columns	Format, Column, Hide	All
Ctrl+Shift+(	Unhide rows	Format, Row, Unhide	All
Ctrl+Shift+)	Unhide columns	Format, Column, Unhide	All
Alt or F10	Activate the menu	None	All
Ctrl+Tab	In toolbar: next toolbar	None	Excel 97/2000 +

Shift+Ctrl+Tab	In toolbar: previous toolbar	None	Excel 97/2000 +
Ctrl+Tab	In a workbook: activate next workbook	None	Excel 97/2000 +
Shift+Ctrl+Tab	In a workbook: activate previous workbook	None	Excel 97/2000 +
Tab	Next tool	None	Excel 97/2000 +
Shift+Tab	Previous tool	None	Excel 97/2000 +
Enter	Do the command	None	Excel 97/2000 +
Alt+Enter	Start a new line in the same cell.	None	Excel 97/2000 +
Ctrl+Enter	Fill the selected cell range with the current entry.	None	Excel 97/2000 +
Shift+Ctrl+F	Font Drop Down List	Format, Cells, Font	All
Shift+Ctrl+F+F	Font tab of Format Cell Dialog box	Format, Cells, Font	Before 97/2000
Shift+Ctrl+P	Point size Drop Down List	Format, Cells, Font	All

A special thanks goes out to Shane Devenshire who provided most of the shortcuts in this list!

References:

- ✦ [Microsoft Office Assistance: Keyboard shortcuts](#)
- ✦ [Microsoft Office Assistance: Work with the keyboard \(with video\)](#)
- ✦ [Microsoft Office Assistance: Excel shortcut and function keys](#)

[back to top](#)

Shortcuts for the Visual Basic Editor

Shortcut key	Action	Menu equivalent comments
F1	Help	Help
F2	View Object Browser	View, Object Browser
F3	Find Next	
F4	Properties Window	View, Properties Window
F5	Run Sub/Form or Run Macro	Run, Run Macro
F6	Switch Split Windows	
F7	View Code Window	View, Code
F8	Step Into	Debug, Step Into
F9	Toggle Breakpoint	Debug, Toggle Breakpoint
F10	Activate Menu Bar	
Shift+F2	View definition	View, Definition
Shift+F3	Find Previous	
Shift+F7	View Object	View, Object

Shift+F8	Step Over	Debug, Step Over
Shift+F9	Quick Watch	Debug, Quick Watch
Shift+F10	Show Right Click Menu	
Ctrl+F2	Focus To Object Box	
Ctrl+F4	Close Window	
Ctrl+F8	Run To Cursor	Debug, Run To Cursor
Ctrl+F10	Activate Menu Bar	
Alt+F4	Close VBE	File, Close and Return to Microsoft Excel
Alt+F6	Switch Between Last 2 Windows	
Alt+F11	Return To Application	
Ctrl+Shift+F2	Go to last position	View, Last Position
Ctrl+Shift+F8	Step Out	Debug, Step Out
Ctrl+Shift+F9	Clear All Breakpoints	Debug, Clear All Breakpoints
Insert	Toggle Insert Mode	
Delete	Delete	Edit, Clear
Home	Move to beginning of line	
End	Move to end of line	
Page Up	Page Up	
Page Down	Page Down	
Left Arrow	Left	
Right Arrow	Right	
Up Arrow	Up	
Down Arrow	Down	
Tab	Indent	Edit, Indent
Enter	New Line	
BackSpace	Delete Prev Char	
Shift+Insert	Paste	Edit, Paste
Shift+Home	Select To Start Of Line	
Shift+End	Select To End Of Line	
Shift+Page Up	Select To Top Of Module	
Shift+Page Down	Select To End Of Module	
Shift+Left Arrow	Extend Selection Left 1 Char	
Shift+Right Arrow	Extend Selection Right 1 Char	

Shift+Up Arrow	Extend Selection Up	
Shift+Down Arrow	Extend Selection Down	
Shift+Tab	Outdent	Edit, Outdent
Alt+Spacebar	System Menu	
Alt+Tab	Cycle Applications	
Alt+BackSpace	Undo	
Ctrl+A	Select All	Edit, Select All
Ctrl+C	Copy	Edit, Copy
Ctrl+E	Export Module	File, Export File
Ctrl+F	Find	Edit, Find...
Ctrl+G	Immediate Window	View, Immediate Window
Ctrl+H	Replace	Edit, Replace...
Ctrl+I	Turn On Quick Info	Edit, Quikc Info
Ctrl+J	List Properties/Methods	Edit, List Properties/Methods
Ctrl+L	Show Call Stack	
Ctrl+M	Import File	File, Import File
Ctrl+N	New Line	
Ctrl+P	Print	File, Print
Ctrl+R	Project Explorer	View, Project Explorer
Ctrl+S	Save	File, Save
Ctrl+T	Show Available Components	Insert, Components...
Ctrl+V	Paste	Edit, Paste
Ctrl+X	Cut	Edit, Cut
Ctrl+Y	Cut Entire Line	
Ctrl+Z	Undo	Edit, Undo
Ctrl+Insert	Copy	Edit, Copy
Ctrl+Delete	Delete To End Of Word	
Ctrl+Home	Top Of Module	
Ctrl+End	End Of Module	
Ctrl+Page Up	Top Of Current Procedure	
Ctrl+Page Down	End Of Current Procedure	
Ctrl+Left Arrow	Move one word to left	
Ctrl+Right Arrow	Move one word to right	

Ctrl+Up Arrow	Previous Procedure	
Ctrl+Down Arrow	Next Procedure	
Ctrl+Spacebar	Complete Word	Edit, Complete Word
Ctrl+Tab	Cycle Windows	
Ctrl+BackSpace	Delete To Start Of Word	
Ctrl+Shift+I	Parameter Info	Edit, Parameter Info
Ctrl+Shift+J	List Constants	Edit, List Constants

References:

- [Pearson Software Consulting Services: VBA Editor Shortcut Keys](#)

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<http://www.asap-utilities.com/excel-tips-shortcuts.php>