

Excel Shortcuts

1. Function keys

F1	<i>Undo</i>
F2	<i>Cut text from the active cell</i>
Shift+F2	<i>Edit a cell comment</i>
F3	<i>Copy text from the active cell</i>
Shift+F3	<i>Open the Formula Builder</i>
F4	<i>Paste text into the active cell</i>
Shift+F4	<i>Repeat the last Find (Find Next)</i>
⌘+F4	<i>Close the window</i>
F5	<i>Display the Go To dialog box</i>
Shift+F5	<i>Display the Find dialog box</i>
⌘+F5	<i>Restore the window size.*</i>
F6	<i>Move to the next pane in a workbook that has been split</i>
Shift+F6	<i>Move to the previous pane in a workbook that has been split</i>
⌘+F6	<i>Move to the next workbook window</i>
⌘+Shift+F6	<i>Move to the previous workbook window</i>
F7	<i>Check spelling</i>
F8	<i>Turn on extend selection mode; used with arrow keys or cursor</i>
Shift+F8	<i>Add to the selection</i>
Option+F8	<i>Display the Macro dialog box</i>
F9	<i>Calculate all sheets in all open workbooks.</i>

Shift+F9	<i>Calculate the active sheet.</i>
Shift+F10	<i>Display a contextual menu.</i>
⌘+F10	<i>Maximize or restore the workbook window</i>
Option+F10	<i>Make the first button on a floating toolbar active</i>
F11	<i>Insert a new chart sheet.</i>
Shift+F11	<i>Insert a new sheet.</i>
⌘+F11	<i>Insert an Excel 4.0 macro sheet</i>
F12	<i>Display the Save As dialog box.</i>
⌘+F12	<i>Display the Open dialog box</i>
Ctrl+Shift+F12	<i>Display the Print dialog box</i>

2. Moving and scrolling in a sheet or workbook

Arrow Keys	Move one cell up, down, left, or right
Ctrl+Arrow Key	Move to the edge of the current data region
Home	Move to the beginning of the row
Ctrl+Home./Ctrl+End	Move to the beginning / to the end of the sheet
Page Down/Page Up	Move down one screen / up one screen
Option+Page Down/Option+Page Up	Move one screen to the right / to the left
Ctrl+Page Down/Ctrl+Page Up	Move to the next sheet / to the previous sheet in the workbook
Ctrl+Tab/Ctrl+Shift+Tab	Move to the next workbook / move to the previous workbook or window
F6/Shift+F6	Move to the next pane / move to the previous pane in a workbook that has been split
Ctrl+Delete	Scroll to display the active cell
Ctrl+g	Display the Go To dialog box
⌘+f	Display the Find dialog box

⌘+g	Repeat the last Find action (same as Find Next)
Tab	Move between unlocked cells on a protected sheet
<u>3. Previewing and printing</u>	
⌘+p	Display the Print dialog box
Arrow Keys	In print preview, move around the page when zoomed in
Ctrl+Arrow Down	In print preview, move to the last page when zoomed out
<u>4. Entering data on a sheet</u>	
Return	Complete a cell entry and move forward in the selection
Ctrl+Option+Return	Start a new line in the same cell
Ctrl+Return	Fill the selected cell range with the text that you type
Shift+Return	Complete a cell entry and move back in the selection
Tab	Complete a cell entry and move to the right in the selection
Shift+Tab	Complete a cell entry and move to the left in the selection
Esc	Cancel a cell entry
Delete	Delete the character to the left of the insertion point, or delete the selection
Delete 	Delete the character to the right of the insertion point, or delete the selection
Ctrl+Delete 	Delete text to the end of the line
Arrow Keys	Move one character up, down, left, or right
Home	Move to the beginning of the line
⌘+y	Repeat the last action
Shift+F2	Edit a cell comment
Ctrl+d	Fill down
Ctrl+r	Fill to the right

Ctrl+I	Define a name
<u>5. Working in cells or the Formula bar</u>	
Delete	Edit the active cell and then clear it, or delete the preceding character in the active cell as you type the cell contents
Return	Complete a cell entry
Ctrl+Shift+Return	Enter a formula as an array formula
Esc	Cancel an entry in the cell or formula bar
Ctrl+a	Display the Formula Builder after you type a valid function name in a formula
⌘+k	Insert a hyperlink
Ctrl+u	Edit the active cell and position the insertion point at the end of the line
Shift+F3	Open the Formula Builder
⌘+=	Calculate all sheets in all open workbooks
⌘+Shift+=	Calculate the active sheet
=	Start a formula
⌘+t	Toggle the formula reference style between absolute, relative, and mixed
⌘+Shift+t	Insert the AutoSum formula
Ctrl+; (semicolon)	Enter the date
⌘+; (semicolon)	Enter the time
Ctrl+Shift+"	Copy the value from the cell above the active cell into the cell or the formula bar
Ctrl+` (grave accent)	Alternate between displaying cell values and displaying cell formulas
Ctrl+' (apostrophe))	Copy a formula from the cell above the active cell into the cell or the formula bar
Ctrl+Option+Arrow Down	Display the AutoComplete list
Ctrl+I	Define a name
<u>6. Formatting and editing data</u>	

⌘+Shift+I	<i>Display the Style dialog box</i>
⌘+1	<i>Display the Format Cells dialog box</i>
Ctrl+Shift+~	<i>Apply the general number format</i>
Ctrl+Shift+\$	<i>Apply the currency format with two decimal places (negative numbers appear in red with parentheses)</i>
Ctrl+Shift+%	<i>Apply the percentage format with no decimal places</i>
Ctrl+Shift+^	<i>Apply the exponential number format with two decimal places</i>
Ctrl+Shift+#	<i>Apply the date format with the day, month, and year</i>
Ctrl+Shift+@	<i>Apply the time format with the hour and minute, and indicate A.M. or P.M.</i>
Ctrl+Shift+!	<i>Apply the number format with two decimal places, thousands separator, and minus sign (-) for negative values</i>
⌘+Option+0 (zero)	<i>Apply the outline border around the selected cells</i>
⌘+Option+Arrow Right	<i>Add an outline border to the right of the selection</i>
⌘+Option+Arrow Left	<i>Add an outline border to the left of the selection</i>
⌘+Option+Arrow Up	<i>Add an outline border to the top of the selection</i>
⌘+Option+Arrow Down	<i>Add an outline border to the bottom of the selection</i>
⌘+Option+-	<i>Remove outline borders</i>
⌘+b	<i>Apply or remove bold formatting</i>
⌘+i	<i>Apply or remove italic formatting</i>
⌘+u	<i>Apply or remove underscoring</i>
⌘+Shift+x	<i>Apply or remove strikethrough formatting</i>
Ctrl+9	<i>Hide rows</i>
Ctrl+Shift+(	<i>Unhide rows</i>
Ctrl+0 (zero)	<i>Hide columns</i>

Ctrl+Shift+)	Unhide columns
⌘+Shift+w	Add or remove the shadow font style
⌘+Shift+d	Add or remove the outline font style
Ctrl+u	Edit the active cell
Esc	Cancel an entry in the cell or the formula bar
Delete	Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit cell contents
⌘+v	Paste text into the active cell
Return	Complete a cell entry
Ctrl+Shift+Return	Enter a formula as an array formula
Ctrl+a	Display the Formula Builder after you type a valid function name in a formula

7. Working with a selection

⌘+c	Copy the selection
⌘+x	Cut the selection
⌘+v	Paste the selection
⌘+Ctrl+v	Paste special
Delete	Clear the contents of the selection
Ctrl+-	Delete the selection
⌘+Shift+c	Copy a style
⌘+Shift+v	Paste a style
Ctrl+Option+c	Copy text or graphics to the Scrapbook
Ctrl+Option+v	Paste to the Scrapbook
⌘+z	Undo the last action
Return	Move from top to bottom within the selection (down), or move in the direction that is selected in Edit in the Preferences dialog box (Excel menu, Preferences command)

Shift+Return	<i>Move from bottom to top within the selection (up), or move opposite to the direction that is selected in Edit in the Preferences dialog box (Excel menu, Preferences command)</i>
Tab	<i>Move from left to right within the selection, or move down one cell if only one column is selected</i>
Shift+Tab	<i>Move from right to left within the selection, or move up one cell if only one column is selected</i>
Ctrl+. (Period)	<i>Move clockwise to the next corner of the selection</i>
Ctrl+Option+Arrow Right	<i>Move to the right between nonadjacent selections</i>
Ctrl+Option+Arrow Left	<i>Move to the left between nonadjacent selections</i>
⌘+Ctrl+m	<i>Insert graphics using the Media Browser</i>
<u>8. Selecting cells, columns, or rows</u>	
Shift+Arrow Key	<i>Extend the selection by one cell</i>
Ctrl+Shift+Arrow Key	<i>Extend the selection to the last nonblank cell in the same column or row as the active cell</i>
Shift+Home	<i>Extend the selection to the beginning of the row</i>
Ctrl+Shift+Home	<i>Extend the selection to the beginning of the sheet</i>
Ctrl+Shift+End	<i>Extend the selection to the last cell used on the sheet (lower-right corner)</i>
Ctrl+Space	<i>Select the entire column</i>
Shift+Space	<i>Select the entire row</i>
⌘+a	<i>Select the entire sheet</i>
Shift+Delete	<i>Select only the active cell when multiple cells are selected</i>
Shift+Page Down	<i>Extend the selection down one screen</i>
Shift+Page Up	<i>Extend the selection up one screen</i>
Ctrl+6	<i>Alternate between hiding objects, displaying objects, and displaying placeholders for objects</i>
Ctrl+7	<i>Show or hide the Standard toolbar</i>
F8	<i>Turn on the capability to extend a selection by using the arrow keys</i>

Shift+F8	<i>Add another range of cells to the selection; or use the arrow keys to move to the start of the range you want to add, and then press F8 and the arrow keys to select the next range</i>
Ctrl+/'	<i>Select the current array, which is the array that the active cell belongs to</i>
Ctrl+\	<i>Select cells in a row that don't match the value in the active cell in that row. You must select the row starting with the active cell.</i>
Ctrl+Shift+[	<i>Select only cells that are directly referred to by formulas in the selection</i>
Ctrl+[	<i>Select cells in a column that don't match the value in the active cell in that column. You must select the column starting with the active cell.</i>
Ctrl+Shift+{	<i>Select all cells that are directly or indirectly referred to by formulas in the selection</i>
Ctrl+]	<i>Select only cells with formulas that refer directly to the active cell</i>
Ctrl+Shift+}	<i>Select all cells with formulas that refer directly or indirectly to the active cell</i>
Alt+Shift+z	<i>Select only visible cells in the current selection</i>

9. Charts

F11	<i>Insert a new chart sheet.*</i>
Arrow Key	<i>Cycle through chart object selection</i>

10. Data forms

Arrow Down/Arrow Up	<i>Move to the same field in the next record / previous record</i>
Tab/Shift+Tab	<i>Move to the next field / previous field that you can edit in the record</i>
Return /Shift+Return	<i>Move to the first field in the next record / in the previous record</i>
Page Down/Page Up	<i>Move to the same field 10 records forward / 10 records back</i>
Ctrl+Page Down	<i>Move to a new record</i>
Ctrl+Page Up	<i>Move to the first record</i>

11. Filters and PivotTable reports

Option+Arrow Down	Display the Filter list or PivotTable page field pop-up menu for the selected cell
<u>12. Outlining data</u>	
Ctrl+8	Display or hide outline symbols
Ctrl+9	Hide selected rows
Ctrl+Shift+(	Unhide selected rows
Ctrl+0 (zero)	Hide selected columns
	Unhide selected columns
Ctrl+Shift+)	
<u>13. Toolbars</u>	
Option+F10	Make the first button on a floating toolbar active
Tab	When a toolbar is active, select the next button or menu on the toolbar
Shift+Tab	When a toolbar is active, select the previous button or menu on the toolbar
Ctrl+Tab	When a toolbar is active, select the next toolbar
Ctrl+Shift+Tab	When a toolbar is active, select the previous toolbar
Return	Perform the action assigned to the selected button
<u>14. Windows</u>	
⌘+Option+1	Expand or minimize the ribbon
⌘+Tab	Switch to the next application
⌘+Shift+Tab	Switch to the previous application
⌘+w	Close the active workbook window
⌘+F5*	Restore the active workbook window size
F6	Move to the next pane in a workbook that has been split

Shift+F6	<i>Move to the previous pane in a workbook that has been split</i>
⌘+F6	<i>Switch to the next workbook window</i>
⌘+Shift+F6	<i>Switch to the previous workbook window</i>
Ctrl+F10	<i>Maximize or restore the workbook window</i>
⌘+Shift+3*	<i>Copy the image of the screen to the Clipboard</i>
⌘+Shift+4*	<i>Copy the image of the active window to the Clipboard (after pressing and releasing the key combination, click the window that you want to take a picture of).</i>
<u>15. Dialog boxes</u>	
Tab	<i>Move to the next text box</i>
Shift+Tab	<i>Move to the previous text box</i>
Ctrl+Tab	<i>Switch to the next tab in a dialog box</i>
Ctrl+Shift+Tab	<i>Switch to the previous tab in a dialog box</i>
Return	<i>Perform the action assigned to the default command button in the dialog box (the button with bold outline, often the OK button)</i>
Esc	<i>Cancel the command and close the dialog box</i>