

Excel ShortCut Keys and Tips

Enter data by using shortcut keys	
To	Press
Complete a cell entry	ENTER
Cancel a cell entry	ESC
Repeat the last action	F4 or CTRL + Y
Start a new line in the same cell	ALT + ENTER
Delete the character to the left of the insertion point, or delete the selection	BACKSPACE
Delete the character to the right of the insertion point, or delete the selection	DELETE
Delete text to the end of the line	CTRL + DELETE
Move one character up, down, left, or right	Arrow keys
Move to the beginning of the line	HOME
Edit a cell comment	SHIFT + F2
Create names from row and column labels	CTRL + SHIFT + F3
Fill down	CTRL + D
Fill to the right	CTRL + R
Fill the selected cell range with the current entry	CTRL + ENTER
Complete a cell entry and move down in the selection	ENTER
Complete a cell entry and move up in the selection	SHIFT + ENTER
Complete a cell entry and move to the right in the selection	TAB
Complete a cell entry and move to the left in the selection	SHIFT + TAB
Work in cells or the formula bar by using shortcut keys	
To	Press
Start a formula	= (EQUAL SIGN)
Cancel an entry in the cell or formula bar	ESC
Edit the active cell	F2
Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents	BACKSPACE
Paste a name into a formula	F3
Define a name	CTRL + F3
Calculate all sheets in all open workbooks	F9
Calculate the active worksheet	SHIFT + F9
Insert the AutoSum formula	ALT + = (EQUAL SIGN)
Enter the date	CTRL + ; (SEMICOLON)

Enter the time	CTRL + SHIFT + : (COLON)
Insert a hyperlink	CTRL + K
Complete a cell entry	ENTER
Copy the value from the cell above the active cell into the cell or the formula bar	CTRL + SHIFT + " (QUOTATION MARK)
Alternate between displaying cell values and displaying cell formulas	CTRL + ` (SINGLE LEFT QUOTATION MARK)
Copy a formula from the cell above the active cell into the cell or the formula bar	CTRL + ' (APOSTROPHE)
Enter a formula as an array formula	CTRL + SHIFT + ENTER
Display the Formula Palette after you type a valid function name in a formula	CTRL + A
Insert the argument names and parentheses for a function, after you type a valid function name in a formula	CTRL + SHIFT + A
Display the AutoComplete list	ALT + DOWN ARROW
Format data by using shortcut keys	
To	Press
Display the Style command (Format menu)	ALT + ' (APOSTROPHE)
Display the Cells command (Format menu)	CTRL + I
Apply the General number format	CTRL + SHIFT + ~
Apply the Currency format with two decimal places (negative numbers appear in parentheses)	CTRL + SHIFT + \$
Apply the Percentage format with no decimal places	CTRL + SHIFT + %
Apply the Exponential number format with two 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, 1000 separator, and – for negative values	CTRL + SHIFT + !
Apply the outline border	CTRL + SHIFT + &
Remove all borders	CTRL + SHIFT +
Apply or remove bold formatting	CTRL + B

Apply or remove italic formatting	CTRL + I
Apply or remove an underline	CTRL + U
Apply or remove strikethrough formatting	CTRL + 5
Hide rows	CTRL + 9
Unhide rows	CTRL + SHIFT + (
Hide columns	CTRL + 0 (ZERO)
Unhide columns	CTRL + SHIFT +)

Edit data by using shortcut keys

To	Press
Edit the active cell	F2
Cancel an entry in the cell or formula bar	ESC
Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents	BACKSPACE
Paste a name into a formula	F3
Complete a cell entry	ENTER
Enter a formula as an array formula	CTRL + SHIFT + ENTER
Display the Formula Palette after you type a valid function name in a formula	CTRL + A
Insert the argument names and parentheses for a function, after you type a valid function name in a formula	CTRL + SHIFT + A

Insert, delete, and copy a selection by using shortcut keys

To	Press
Copy the selection	CTRL + C
Paste the selection	CTRL + V
Cut the selection	CTRL + X
Clear the contents of the selection	DELETE
Insert blank cells	CTRL + SHIFT + PLUS SIGN
Delete the selection	CTRL + -
Undo the last action	CTRL + Z

Move within a selection by using shortcut keys

To	Press
Move from top to bottom within the selection (down), or in the direction that is selected on the Edit tab (Tools menu, Options command)	ENTER
Move from bottom to top within the selection (up), or opposite to the direction that is selected on the Edit tab (Tools menu, Options command)	SHIFT + ENTER

Move from left to right within the selection, or move down one cell if only one column is selected	TAB
Move from right to left within the selection, or move up one cell if only one column is selected	SHIFT + TAB
Move clockwise to the next corner of the selection	CTRL + PERIOD
Move to the right between nonadjacent selections	CTRL + ALT + RIGHT ARROW
Move to the left between nonadjacent selections	CTRL + ALT + LEFT ARROW

Select cells, columns, rows, or objects in worksheets and workbooks by using shortcut keys

To	Press
Select the current region around the active cell (the current region is an area enclosed by blank rows and blank columns)	CTRL + SHIFT + * (ASTERISK)
Extend the selection by one cell	SHIFT + arrow key
Extend the selection to the last nonblank cell in the same column or row as the active cell	CTRL + SHIFT + arrow key
Extend the selection to the beginning of the row	SHIFT + HOME
Extend the selection to the beginning of the worksheet	CTRL + SHIFT + HOME
Extend the selection to the last cell used on the worksheet (lower-right corner)	CTRL + SHIFT + END
Select the entire column	CTRL + SPACEBAR
Select the entire row	SHIFT + SPACEBAR
Select the entire worksheet	CTRL + A
If multiple cells are selected, select only the active cell	SHIFT + BACKSPACE
Extend the selection down one screen	SHIFT + PAGE DOWN
Extend the selection up one screen	SHIFT + PAGE UP
With an object selected, select all objects on a sheet	CTRL + SHIFT + SPACEBAR
Alternate between hiding objects, displaying objects, and displaying placeholders for objects	CTRL + 6
Show or hide the Standard toolbar	CTRL + 7
In End mode, to	Press
Turn End mode on or off	END
Extend the selection to the last nonblank cell in the same column or row as the active cell	END, SHIFT + arrow key
Extend the selection to the last cell used on the worksheet (lower-right corner)	END, SHIFT + HOME

Extend the selection to the last cell in the current row; this keystroke is unavailable if you selected the Transition navigation keys check box on the Transition tab (Tools menu, Options command)	END, SHIFT + ENTER
With SCROLL LOCK on, to	Press
Turn SCROLL LOCK on or off	SCROLL LOCK
Scroll the screen up or down one row	UP ARROW or DOWN ARROW
Scroll the screen left or right one column	LEFT ARROW or RIGHT ARROW
Extend the selection to the cell in the upper-left corner of the window	SHIFT + HOME
Extend the selection to the cell in the lower-right corner of the window	SHIFT + END
Tip When you use the scrolling keys (such as PAGE UP and PAGE DOWN) with SCROLL LOCK turned off, your selection moves the distance you scroll. If you want to keep the same selection as you scroll, turn on SCROLL LOCK first.	
Select cells with special characteristics by using shortcut keys	
To	Press
Select the current region around the active cell (the current region is an area enclosed by blank rows and blank columns)	CTRL + SHIFT + * (ASTERISK)
Select the current array, which is the array that the active cell belongs to	CTRL + /
Select all cells with comments	CTRL + SHIFT + O (the letter O)
Select cells whose contents are different from the comparison cell in each row (for each row, the comparison cell is in the same column as the active cell)	CTRL + \
Select cells whose contents are different from the comparison cell in each column (for each column, the comparison cell is in the same row as the active cell)	CTRL + SHIFT +
Select only cells that are directly referred to by formulas in the selection	CTRL + [
Select all cells that are directly or indirectly referred to by formulas in the selection	CTRL + SHIFT + {
Select only cells with formulas that refer directly to the active cell	CTRL +]

Select all cells with formulas that refer directly or indirectly to the active cell	CTRL + SHIFT + }
Select only visible cells in the current selection	ALT + SEMICOLON
Select chart items by using shortcut keys	
To	Press
Select the previous group of items	DOWN ARROW
Select the next group of items	UP ARROW
Select the next item within the group	RIGHT ARROW
Select the previous item within the group	LEFT ARROW
Move and scroll on a worksheet or workbook by using shortcut keys	
To	Press
Move one cell in a given direction	Arrow key
Move to the edge of the current data region	CTRL + arrow key
Move between unlocked cells on a protected worksheet	TAB
Move to the beginning of the row	HOME
Move to the beginning of the worksheet	CTRL + HOME
Move to the last cell on the worksheet, which is the cell at the intersection of the right-most used column and the bottom-most used row (in the lower-right corner); cell opposite the Home cell, which is typically A1	CTRL + END
Move down one screen	PAGE DOWN
Move up one screen	PAGE UP
Move one screen to the right	ALT + PAGE DOWN
Move one screen to the left	ALT + PAGE UP
Move to the next sheet in the workbook	CTRL + PAGE DOWN
Move to the previous sheet in the workbook	CTRL + PAGE UP
Move to the next workbook or window	CTRL + F6 or CTRL + TAB
Move to the previous workbook or window	CTRL + SHIFT + F6 or CTRL + SHIFT + TAB
Move to the next pane	F6
Move to the previous pane	SHIFT + F6
Scroll to display the active cell	CTRL + BACKSPACE
In End mode, to	Press
Turn End mode on or off	END
Move by one block of data within a row or column	END, arrow key

Move to the last cell on the worksheet, which is the cell at the intersection of the right-most used column and the bottom-most used row (in the lower-right corner); cell opposite the Home cell, which is typically A1	END, HOME
Move to the last cell to the right in the current row that is not blank; unavailable if you have selected the Transition navigation keys check box on the Transition tab (Tools menu, Options command)	END, ENTER
With SCROLL LOCK turned on, to	Press
Turn SCROLL LOCK on or off	SCROLL LOCK
Move to the cell in the upper-left corner of the window	HOME
Move to the cell in the lower-right corner of the window	END
Scroll one row up or down	UP ARROW or DOWN ARROW
Scroll one column left or right	LEFT ARROW or RIGHT ARROW
Tip When you use the scrolling keys (such as PAGE UP and PAGE DOWN) with SCROLL LOCK turned off, your selection moves the distance you scroll. If you want to preserve your selection while you scroll through the worksheet, turn on SCROLL LOCK first.	
Print and preview a document by using shortcut keys	
To	Press
Display the Print command (File menu)	CTRL + P
Work in print preview	
To	Press
Move around the page when zoomed in	Arrow keys
Move by one page when zoomed out	PAGE UP or PAGE DOWN
Move to the first page when zoomed out	CTRL + UP ARROW or CTRL + LEFT ARROW
Move to the last page when zoomed out	CTRL + DOWN ARROW or CTRL + RIGHT ARROW
Work in a data form by using shortcut keys	
To	Press
Select a field or a command button	ALT + key, where key is the underlined letter in the field or command name

Move to the same field in the next record	DOWN ARROW
Move to the same field in the previous record	UP ARROW
Move to the next field you can edit in the record	TAB
Move to the previous field you can edit in the record	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 the new record	CTRL + PAGE DOWN
Move to the first record	CTRL + PAGE UP
Move to the beginning or end of a field	HOME or END
Move one character left or right within a field	LEFT ARROW or RIGHT ARROW
Extend a selection to the beginning of a field	SHIFT + HOME
Extend a selection to the end of a field	SHIFT + END
Select the character to the left	SHIFT + LEFT ARROW
Select the character to the right	SHIFT + RIGHT ARROW
Work with the AutoFilter feature by using shortcut keys	
To	Press
Display the AutoFilter list for the current column	Select the cell that contains the column label, and then press ALT + DOWN ARROW
Close the AutoFilter list for the current column	ALT + UP ARROW
Select the next item in the AutoFilter list	DOWN ARROW
Select the previous item in the AutoFilter list	UP ARROW
Select the first item (All) in the AutoFilter list	HOME
Select the last item in the AutoFilter list	END
Filter the list by using the selected item in the AutoFilter list	ENTER

Work with the Pivot Table Wizard by using shortcut keys	
In Step 3 of the PivotTable Wizard, to	Press
Select the next or previous field button in the list	UP ARROW or DOWN ARROW
Select the field button to the right or left in a multicolumn field button list	LEFT ARROW or RIGHT ARROW
Move the selected field into the Page area	ALT + P
Move the selected field into the Row area	ALT + R
Move the selected field into the Column area	ALT + C
Move the selected field into the Data area	ALT + D
Display the PivotTable Field dialog box	ALT + L
Work with page fields in a Pivot Table by using shortcut keys	
To	Press
Select the previous item in the list	UP ARROW
Select the next item in the list	DOWN ARROW
Select the first visible item in the list	HOME
Select the last visible item in the list	END
Display the selected item	ENTER
Group and ungroup Pivot Table items by using shortcut keys	
To	Press
Group selected PivotTable items	ALT + SHIFT + RIGHT ARROW
Ungroup selected PivotTable items	ALT + SHIFT + LEFT ARROW
Keys for menus	
To	Press
Show a shortcut menu	SHIFT + F10
Make the menu bar active	F10 or ALT
Show the program icon menu (on the program title bar)	ALT + SPACEBAR
Select the next or previous command on the menu or submenu	DOWN ARROW or UP ARROW (with the menu or submenu displayed)
Select the menu to the left or right, or, with a submenu visible, switch between the main menu and the submenu	LEFT ARROW or RIGHT ARROW
Select the first or last command on the menu or submenu	HOME or END

Close the visible menu and submenu at the same time	ALT
Close the visible menu, or, with a submenu visible, close the submenu only	ESC
Tip You can select any menu command on the menu bar or on a visible toolbar with the keyboard. Press ALT to select the menu bar. (To then select a toolbar, press CTRL + TAB; repeat until the toolbar you want is selected.) Press the letter that is underlined in the menu name that contains the command you want. In the menu that appears, press the letter underlined in the command name that you want.	
Keys for toolbars	
On a toolbar, to	Press
Make the menu bar active	F10 or ALT
Select the next or previous toolbar	CTRL + TAB or CTRL + SHIFT + TAB
Select the next or previous button or menu on the toolbar	TAB or SHIFT + TAB (when a toolbar is active)
Open the selected menu	ENTER
Perform the action assigned to the selected button	ENTER
Enter text in the selected text box	ENTER
Select an option from a drop-down list box or from a drop-down menu on a button	Arrow keys to move through options in the list or menu; ENTER to select the option you want (when a drop-down list box is selected)
Keys for windows and dialog boxes	
In a window, to	Press
Switch to the next program	ALT + TAB
Switch to the previous program	ALT + SHIFT + TAB
Show the Windows Start menu	CTRL + ESC
Close the active workbook window	CTRL + W
Restore the active workbook window	CTRL + F5
Switch to the next workbook window	CTRL + F6
Switch to the previous workbook window	CTRL + SHIFT + F6
Carry out the Move command (workbook icon menu, menu bar)	CTRL + F7
Carry out the Size command (workbook icon menu, menu bar)	CTRL + F8
Minimize the workbook window to an icon	CTRL + F9

Maximize or restore the workbook window	CTRL + F10
Select a folder in the Open or Save As dialog box (File menu)	ALT + 0 to select the folder list; arrow keys to select a folder
Choose a toolbar button in the Open or Save As dialog box (File menu)	ALT + number (1 is the leftmost button, 2 is the next, and so on)
Update the files visible in the Open or Save As dialog box (File menu)	F5
In a dialog box, to	Press
Switch to the next tab in a dialog box	CTRL + TAB or CTRL + PAGE DOWN
Switch to the previous tab in a dialog box	CTRL + SHIFT + TAB or CTRL + PAGE UP
Move to the next option or option group	TAB
Move to the previous option or option group	SHIFT + TAB
Move between options in the active drop-down list box or between some options in a group of options	Arrow keys
Perform the action assigned to the active button (the button with the dotted outline), or select or clear the active check box	SPACEBAR
Move to an option in a drop-down list box	Letter key for the first letter in the option name you want (when a drop-down list box is selected)
Select an option, or select or clear a check box	ALT + letter, where letter is the key for the underlined letter in the option name
Open the selected drop-down list box	ALT + DOWN ARROW
Close the selected drop-down list box	ESC
Perform the action assigned to the default command button in the dialog box (the button with the bold outline $\frac{3}{4}$ often the OK button)	ENTER
Cancel the command and close the dialog box	ESC
In a text box, to	Press
Move to the beginning of the entry	HOME

Move to the end of the entry	END
Move one character to the left or right	LEFT ARROW or RIGHT ARROW
Move one word to the left or right	CTRL + LEFT ARROW or CTRL + RIGHT ARROW
Select from the insertion point to the beginning of the entry	SHIFT + HOME
Select from the insertion point to the end of the entry	SHIFT + END
Select or unselect one character to the left	SHIFT + LEFT ARROW
Select or unselect one character to the right	SHIFT + RIGHT ARROW
Select or unselect one word to the left	CTRL + SHIFT + LEFT ARROW
Select or unselect one word to the right	CTRL + SHIFT + RIGHT ARROW
Keys for using the Office Assistant	
To	Press
Make the Office Assistant the active balloon	ALT + F6; repeat until the balloon is active
Select a Help topic from the topics displayed by the Office Assistant	ALT + topic number (where 1 is the first topic, 2 is the second, and so on)
See more help topics	ALT + DOWN ARROW
See previous help topics	ALT + UP ARROW
Close an Office Assistant message	ESC
Get Help from the Office Assistant	F1
Display the next tip	ALT + N
Display the previous tip	ALT + B
Close tips	ESC
Show or hide the Office Assistant in a wizard	TAB to select the Office Assistant button; SPACEBAR to show or hide the Assistant
Function Keys	
Press	To
F1	Display Help or the Office Assistant
SHIFT + F1	What's This?
ALT + F1	Insert a chart sheet
ALT + SHIFT + F1	Insert a new worksheet
F2	Edit the active cell
SHIFT + F2	Edit a cell comment
ALT + F2	Save As command
ALT + SHIFT + F2	Save command

F3	Paste a name into a formula
SHIFT + F3	Paste a function into a formula
CTRL + F3	Define a name
CTRL + ALT + F3	Create names by using row and column labels
F4	Repeat the last action
SHIFT + F4	Repeat the last Find (Find Next)
CTRL + F4	Close the window
ALT + F4	Exit
F5	Go To
SHIFT + F5	Display the Find dialog box
CTRL + F5	Restore the window size
F6	Move to the next pane
SHIFT + F6	Move to the previous pane
CTRL + F6	Move to the next workbook window
CTRL + SHIFT + F6	Move to the previous workbook window
F7	Spelling command
CTRL + F7	Move the window
F8	Extend a selection
SHIFT + F8	Add to the selection
CTRL + F8	Resize the window
ALT + F8	Display the Macro dialog box
F9	Calculate all sheets in all open workbooks
SHIFT + F9	Calculate the active worksheet
CTRL + F9	Minimize the workbook
F10	Make the menu bar active
SHIFT + F10	Display a shortcut menu
CTRL + F10	Maximize or restore the workbook window
F11	Create a chart
SHIFT + F11	Insert a new worksheet
CTRL + F11	Insert a Microsoft Excel 4.0 macro sheet

ALT + F11	Display Visual Basic Editor
F12	Save As command
SHIFT + F12	Save command
CTRL + F12	Open command
CTRL + SHIFT + F12	Print command

