Microsoft Excel - Shortcut Keys

Excel Shortcut Keys.

Print and Print Preview

Print	CTRL+P or CTRL+SHIFT+F12
Print Preview	ALT+F, then press V
In Print Preview	
Move around the page when zoomed in.	Arrow keys
Move by one page when zoomed out.	PgUp or PgDn
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

Worksheets

Insert a new worksheet.	SHIFT+F11 or ALT+SHIFT+F1
Next sheet in the workbook.	CTRL+PgDn
Previous sheet in the workbook.	CTRL+PgUp
Select the current and next sheet.	SHIFT+CTRL+PgDn
Select the current and previous sheet.	SHIFT+CTRL+PgUp
To cancel selection of multiple sheets	CTRL+PgDn
Rename the current sheet.	ALT+O, then press H then R
Move or copy the current sheet.	ALT+E, then press M
Delete the current sheet.	ALT+E, then press L
Add a new worksheet.	ALT+I, then press W

Moving and Scrolling

Move one cell up, down, left, or right.	Arrow keys
Move to the edge of the current data region.	CTRL+Arrow key
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's used range.	CTRL+END
Move down one screen.	PgDn
Move up one screen.	PgUp
Move one screen to the right.	ALT+ PgDn
Move one screen to the left.	ALT+ PgUp
Switch to the next pane in a split worksheet.	F6
Switch to the previous pane in a split	SHIFT+F6

worksheet.	
Scroll to display the active cell.	CTRL+Backspace
Display the Go To dialog box.	F5
Display the Find dialog box	SHIFT+F5
Repeat the last Find action.	SHIFT+F4
Move between unlocked cells on a protected worksheet.	TAB

Microsoft Excel - Shortcut Keys

Moving in a selected range

Move from top to bottom within the selected range.	ENTER
Move from bottom to top within the selected range.	SHIFT+ENTER
Move from left to right within the selected range.	TAB
Move from right to left within the selected range.	SHIFT+TAB
Move clockwise to the next corner of the selected range.	CTRL+. (full stop)
Switch to the next nonadjacent selection to the right.	CTRL+ALT+Right Arrow
Switch to the next nonadjacent selection to the left.	CTRL+ALT+Left Arrow

Moving and Scrolling in END mode

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 used cell on the worksheet.	END+HOME
Move to the last nonblank cell in the current row.	END+ENTER

Moving and Scrolling with Scroll Lock turned on

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

Selecting cells, rows, columns and objects	
Select the entire column.	CTRL+Spacebar
Select the entire row.	SHIFT+Spacebar
Select the entire worksheet.	CTRL+A
With multiple cells selected, select only the	SHIFT+Backspace

active cell.	
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

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Selecting cells with specific characteristics

Select the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable report, select the entire PivotTable report.	CTRL+SHIFT+* (asterisk)
Select the current array containing the active cell.	CTRL+/
Select all cells that contain comments.	CTRL+SHIFT+O (the letter O)
In a selected row, select the cells that do not match the value in the active cell.	CTRL+\
In a selected column, select the cells that do not match the value in the active cell.	CTRL+SHIFT+| (vertical bar)
Select all cells directly referenced by formulas in the selection.	CTRL+[(opening square bracket)
Select all cells directly or indirectly referenced by formulas in the selection.	CTRL+SHIFT+{ (opening brace)
Select cells that contain formulas that directly reference the active cell.	CTRL+] (closing square bracket)
Select cells that contain formulas that directly or indirectly reference the active cell.	CTRL+SHIFT+} (closing brace)
Select the visible cells in the current selection.	ALT+; (semicolon)

Extending the selection

Turn extend mode on or off. In extend mode, EXT appears in the status line, and the arrow keys extend the selection.	F8
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.	SHIFT+F8
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 used cell	CTRL+SHIFT+END

on the worksheet (lower-right corner).	
Extend the selection down one screen.	SHIFT+PgDn
Extend the selection up one screen.	SHIFT+PgUp
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 used cell on the worksheet (lower-right corner).	END+SHIFT+HOME
Extend the selection to the last cell in the current row.	END+SHIFT+ENTER
Extend the selection to the cell in the upper-left corner of the window.	Scroll Lock+SHIFT+HOME
Extend the selection to the cell in the lower-right corner of the window.	Scroll Lock+SHIFT+END

Entering data

Complete a cell entry and select the cell below.	ENTER
Start a new line in the same cell.	ALT+ENTER
Fill the selected cell range with the current entry.	CTRL+ENTER
Complete a cell entry and select the previous cell above.	SHIFT+ENTER
Complete a cell entry and select the next cell to the right.	TAB
Complete a cell entry and select the previous cell to the left.	SHIFT+TAB
Cancel a cell entry.	ESC
Move one character up, down, left, or right.	Arrow keys
Move to the beginning of the line.	HOME
Repeat the last action.	F4 or CTRL+Y
Create Names from row and column labels.	CTRL+SHIFT+F3
Fill down.	CTRL+D
Fill to the right.	CTRL+R
Define a name.	CTRL+F3
Insert a hyperlink.	CTRL+K
Activate a hyperlink.	ENTER (in a cell with a hyperlink)
Enter the date.	CTRL+; (semicolon)
Enter the time.	CTRL+SHIFT+: (colon)

Display a drop-down list of the values in the current column of a list.	ALT+Down Arrow
Undo the last action.	CTRL+Z

Entering special characters

Edit the cell, turn on Num Lock and then use the keys on the numeric key pad.

Enter the Pound Sterling character £.	ALT+0163
Enter the Yen symbol ¥.	ALT+0165
Enter the Euro symbol €.	ALT+0128

Entering and calculating formulas

Start a formula.	= (equals sign)
In the Formula Bar, delete one character to the left.	Backspace
Complete a cell entry from the cell or Formula Bar.	ENTER
Enter a formula as an array.	CTRL+SHIFT+ENTER
Cancel an entry in the cell or Formula Bar.	ESC
In a formula, display the Insert Function dialog box.	SHIFT+F3
Display the Function Arguments dialog box when the insertion point is to the right of a function name in a formula.	CTRL+A
Insert the argument names and parentheses when the insertion point is to the right of a function name in a formula.	CTRL+SHIFT+A
Paste a Name into a formula.	F3
AutoSum	ALT+= (equals sign)
Copy the value from the cell above the active cell into the cell or the Formula Bar.	CTRL+SHIFT+" (quotation mark)
Copy a formula from the cell above the active cell into the cell or the Formula Bar.	CTRL+' (apostrophe)
Alternate between displaying cell values and displaying formulas.	CTRL+` (grave accent)
Calculate all worksheets in all open workbooks.	F9
Calculate just the selected portion of a formula.	Select then F9

Calculate the active worksheet.	SHIFT+F9
Calculate all worksheets in all open workbooks.	CTRL+ALT+F9
Recheck dependent formulas and then calculate all cells in all open workbooks, including cells not marked as needing to be calculated.	CTRL+ALT+SHIFT+F9

Editing Data

Edit the active cell.	F2
Start a new line in the same cell.	ALT+ENTER
Edit and clear the active cell.	Backspace
Delete text to the end of the line.	CTRL+Delete
Spell Check.	F7
Edit a cell comment.	SHIFT+F2
Complete a cell entry.	ENTER
Undo the last action.	CTRL+Z
Cancel a cell entry.	ESC
Convert Relative cell references to Absolute cell references (dollar signs)	F4. Keep pressing to display all combinations of relative and absolute.
Undo or redo the last AutoCorrect Smart Tags correction.	CTRL+SHIFT+Z

Microsoft Excel - Shortcut Keys

Insert, delete and copy cells

Copy the selected cells.	CTRL+C
Display the Microsoft Office Clipboard (multiple copy and paste).	CTRL+C, immediately followed by another CTRL+C
Cut the selected cells.	CTRL+X
Paste copied cells.	CTRL+V
Clear the contents of the selected cells.	Delete
Delete the selected cells.	CTRL+Hyphen
Insert blank cells.	CTRL+SHIFT+Plus Sign

Format Data

Display the Style dialog box.	ALT+' (apostrophe)
Display the Format Cells dialog box.	CTRL+1
Apply the General number format.	CTRL+SHIFT+~
Apply the Currency format with two decimal places.	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 AM or PM.	CTRL+SHIFT+@
Apply the Number format with two decimal places, thousands separator, and minus sign (–) for negative values.	CTRL+SHIFT+!
Apply or remove bold formatting.	CTRL+B
Apply or remove italic formatting.	CTRL+I
Apply or remove underlining.	CTRL+U
Apply or remove strikethrough.	CTRL+5
Hide the selected rows.	CTRL+9
Unhide any hidden rows within the selection.	CTRL+SHIFT+((opening parenthesis)
Hide the selected columns.	CTRL+0 (zero)
Unhide any hidden columns within the selection.	CTRL+SHIFT+) (closing parenthesis)
Apply the outline border to the selected cells.	CTRL+SHIFT+&
Remove the outline border from the	CTRL+SHIFT+_

selected cells.	
Move one character left or right within a field.	Left Arrow or Right Arrow
Select the character to the left within a field.	SHIFT+Left Arrow
Select the character to the right within a field.	SHIFT+Right Arrow

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Microsoft Excel - Shortcut Keys

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AutoFilter

Display the AutoFilter list for the current column.	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 based on the item selected from the AutoFilter list.	ENTER

Outlining

Group rows or columns.	ALT+SHIFT+Right Arrow
Ungroup rows or columns.	ALT+SHIFT+Left Arrow
Display or hide the outline symbols.	CTRL+8
Hide the selected rows.	CTRL+9
Unhide any hidden rows within the selection.	CTRL+SHIFT+((opening parenthesis)
Hide the selected columns.	CTRL+0 (zero)
Unhide any hidden columns within the selection.	CTRL+SHIFT+) (closing parenthesis)

Pivot Table Report	
Select an entire PivotTable report.	CTRL+SHIFT+* (asterisk)
Group the selected items in a PivotTable field.	ALT+SHIFT+Right Arrow
Ungroup grouped items in a PivotTable field.	ALT+SHIFT+Left Arrow

Pivot Table Layout dialog box

Select the previous or next field button in the list on the right.	Up Arrow or Down Arrow
Select the button to the left or right where there are two or more columns of field buttons.	Left Arrow or Right Arrow
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
Move the selected field into the Page area.	ALT+P
Display the PivotTable Field dialog box for the selected field.	ALT+L

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Pivot Table Fields

To select a field.	Arrow Keys
Display the drop-down list for a field.	ALT+Down Arrow
Select the previous item in the list.	Up Arrow
Select the next item in the list.	Down Arrow
Display the lower-level items.	Right Arrow
Hide the lower-level items.	Left Arrow
Select the first visible item in the list.	HOME
Select the last visible item in the list.	END
Close the list and display the selected items.	ENTER
Checks or clears a check box in the list.	SPACEBAR
Switch between the list, the OK button, and the Cancel button.	TAB

Charts

Create a chart of the data in the current range.	F11 or ALT+F1
Select the previous group of elements in a chart.	Down Arrow
Select the next group of elements in a chart.	Up Arrow
Select the next chart element.	Right Arrow
Select the previous chart element.	Left Arrow

Macros

Display the Macro dialog box.	ALT+F8
Display the Visual Basic Editor.	ALT+F11
Insert a Microsoft Excel 4.0 macro sheet.	CTRL+F11

Note: The above list is a generic list of shortcut keys that will work in most versions of Excel, some may differ depending on the Excel version.