

Excel Keyboard Shortcuts

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Navigating in Excel	Shortcut
Switch between Worksheets	CTRL-PageUp/CTRL-PageDown
Switch between Workbooks	CTRL-Tab
Move one character up, down, left, or right.	Arrow keys
Go to end of a contiguous range	CTRL-Arrow Keys
Select a cell range	SHIFT+Arrow keys
Highlight a contiguous range	SHIFT-CTRL-Arrow Keys
Select entire worksheet	CTRL+A
Move to the beginning of the line.	HOME
Go To	F5
Move a Sheet/Copy a Sheet	Alt-E-M
Change Zoom Sizing	Alt-V-Z

Entering and editing data	Shortcut
Complete a cell entry and select... ...the cell below.	ENTER
...the previous cell above.	SHIFT+ENTER
...the next cell to the right.	TAB
...the previous cell to the left.	SHIFT+TAB
Delete cell and then get inside the cell	BACKSPACE
Delete cell/selection.	DELETE
Edit inside a cell (edit cell mode)	F2
Once inside edit cell mode (F2)... ...Start a new line in the same cell.	ALT+ENTER
...Highlight individual characters within cells	SHIFT+Arrow keys
...Highlight contiguous string within cells	SHIFT+CTRL+Arrow keys
...Delete the preceding character.	BACKSPACE
...Delete the character to the right of the insertion point.	DELETE
...Cancel a cell entry.	ESC
Spell Check.	F7
Insert a comment.	SHIFT+F2
Fill down.	CTRL+D
Fill to the right.	CTRL+R
Undo the last action.	CTRL+Z
Redo the last action.	F4 or CTRL+Y

Hiding / Unhiding Rows and Columns	Shortcut
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)

Selecting, grouping, inserting, and deleting cells	Shortcut
Highlight Entire Row	SHIFT+SPACEBAR
Highlight Entire Column	CTRL+SPACEBAR
Group Rows or Columns	SHIFT+ALT+RIGHT ARROW KEY
Ungroup Rows or Columns	SHIFT+ALT+LEFT ARROW KEY
Clear the contents of the selected cells.	DELETE
Delete the selected cells.	CTRL+MINUS SIGN
Insert blank cells.	CTRL+SHIFT+PLUS SIGN

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Copying and Pasting	Shortcut
Copy the selected cells.	CTRL+C
Cut the selected cells.	CTRL+X
Paste copied cells.	CTRL+V
Copy, then Paste Special Formats	CTRL+C, Alt-E+S+T
Copy, then Paste Special Formulas	CTRL+C, Alt-E+S+F

Formatting Data	Shortcut	Example
Display the Style dialog box.	ALT+' (apostrophe)	
Display the Format Cells dialog box.	CTRL+1	
Applies the general format	CTRL+SHIFT+~	1254.34
Number format: 2 decimal places, thousands separator, and minus sign (–) for negative values.	CTRL+SHIFT+!	1,254.34
Currency format: 2 decimal places (negative numbers in parentheses).	CTRL+SHIFT+\$	\$1,254.34
Percentage format with no decimal places.	CTRL+SHIFT+%	125434%
Exponential number format with two decimal places.	CTRL+SHIFT+^	1.25E+03
Date format with the day, month, and year.	CTRL+SHIFT+#	7-Jun-03
Time format with the hour and minute, and AM or PM.	CTRL+SHIFT+@	8:09 AM
Boldface	CTRL+B	1,254.34
Italicize	CTRL+I	<i>1,254.34</i>
Underline	CTRL+U	<u>1,254.34</u>
Strikethrough	CTRL+5	1,254.34
Apply the outline border to the selected cells.	CTRL+SHIFT+&	1,254.34
Remove the outline border from the selected cells.	CTRL+SHIFT+_	1,254.34

Enter and calculate formulas	Shortcut	Example
Start a formula.	= (equal sign)	=F45*G12
In a formula, display the Insert Function dialog box.	SHIFT+F3	
Insert an AutoSum formula with the SUM function.	ALT+= (equal sign)	
Copy the value from the cell above the active cell into the cell or the Formula Bar.	CTRL+SHIFT+" (quotation mark)	
Copies 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+` (single left quotation mark)	
Recalculate all worksheets in all open workbooks.	F9	
Anchoring "Fixing" Cells	F4 - must be in edit cell mode (F2)	=\$F\$4*G125
Go to precedent cell(s)	CTRL-[
Highlight dependent cells	F2	
Auditing Toolbar (Go to precedent and dependent cells)	Alt-T-U	

Special characters	Shortcut
<i>Press F2 to edit the cell, turn on NUM LOCK, and then press the following keys by using the numeric key pad:</i>	
Cent ¢.	ALT+0162
Pound sterling £.	ALT+0163
Yen ¥.	ALT+0165
Euro €.	ALT+0128

Naming cells, Hyperlinks, inserting time and date	Shortcut
Name a cell.	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