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Where Project Managers and Microsoft® Meet

Microsoft® Excel Keyboard Shortcuts

Keystroke	Result
Alt | F10	Displays main access keys for Ribbon tabs
Alt + W + I	Opens the View tab > Switches to Page Break Preview
Alt + W + L	Opens the View tab > Switches to Normal view
Alt + W + P	Opens the View tab > Switches to Page Layout view
Alt + A	Opens the Data tab and displays main access keys
Alt + Down Arrow	Opens the drop down menu for the current cell
Alt + Enter	Breaks a line in the selected cell
Alt + F	Open the File tab and displays access keys
Alt + F1	Generates an embedded chart using the current range data
Alt + F11	Launches Microsoft Visual Basic
Alt + F4	Closes the program
Alt + F8	Opens the macro dialogue box, where you can create, run, edit, or delete macros
Alt + H	Goes to the Home tab and displays access keys
Alt + H > A > C	Center align contents in the selected cell
Alt + H > B	Opens the borders drop down menu, where you can select a border
Alt + H > H	Opens the fill drop down menu, where you can select fill color
Alt + H > D > C	Deletes the current column; Opens the Home tab > opens the Delete cells menu > Selects the Delete Column option
Alt + M	Opens the Formula tab and displays access keys
Alt + M > M > D	Opens "Define Name" dialogue box
Alt + N	Opens the Insert tab and displays access keys
Alt + P	Opens the Page Layout tab and displays access keys
Alt + Page Down	Shifts spreadsheet view, one screen to the right within the worksheet.
Alt + Page Up	Shifts spreadsheet view, one screen to the left within the worksheet.
Alt + Q > enter search item in dialogue box	Activates the "Tell me what you want to do" search/help function
Alt + R	Opens the Review tab and displays access keys
Alt + Shift + F1	Creates a new spreadsheet
Alt + Spacebar	Launches Launchy

Alt + W	Opens the View tab and displays access keys
Arrow Keys	Navigate (up, down, left, or right) within a worksheet
Backspace	Deletes selected cell contents and one character to the left in the formula bar
Ctrl + ' | Ctrl + D | Ctrl + Shift + "	Copies content from the above cell into the selected cell
Ctrl + ;	Inserts current date into selected cell
Ctrl + 0	Hides selected column(s)
Ctrl + 1	Opens the Format Cells dialog box
Ctrl + 2 | Ctrl + B	Add or remove bold formatting
Ctrl + 3 | Ctrl + I	Add or remove italicized formatting
Ctrl + 4 | Ctrl + U	Add or remove underline formatting
Ctrl + 5	Add or removes strikethrough formatting
Ctrl + 6	Hides/Unhides hidden objects, comments, and placeholders
Ctrl + 8	Hide/Unhide outline symbols
Ctrl + 9	Hide/Unhide current or selected rows
Ctrl+ A | Ctrl + Shift + Spacebar	Selects all content on the active worksheet
Ctrl + Alt + F9 | F9	Calculates all worksheets in all open workbooks
Ctrl + Alt + Shift + F9	Double check your dependent formulas and calculate all worksheets in open workbooks
Ctrl + Alt + V	Opens the Paste Special dialog box
Ctrl + C	Copy
Ctrl + E	Activates the Flash Fill - looks for patterns and auto fills cells
Ctrl + End	Shifts down to the last cell on the active worksheet
Ctrl + F | Ctrl + H | Shift + F5	Opens the Find and Replace dialog box
Ctrl + F1	Hides or unhides the ribbon
Ctrl + F10	Maximizes or restores down the active workbook
Ctrl + F2 | Ctrl + P	Opens the Print section on the File tab and activates the Print View on the active spreadsheet
Ctrl + F4 | Ctrl + W	Closes the active workbook
Ctrl + F5	Restores down the active workbook
Ctrl + F6	Switch between opened workbooks
Ctrl + F7	Activates the Move command (When the active workbook is not maximized)
Ctrl + F9	Minimizes the active workbook
Ctrl + G | F5	Opens the Go To dialog box
Ctrl + Home	Moves to the first cell (i.e. A1) in the active workbook
Ctrl + K	Opens the Insert hyperlink dialog box
Ctrl + L | Ctrl + T	Opens the Create Table dialog box and selects the data range on the active worksheet
Ctrl + -	Opens the Delete dialog box, select desired rows or columns to delete
Ctrl + N	Opens/creates a new workbook

Ctrl + O	Opens the Open a new workbook section, under the File tab
Ctrl + Page Down	Switches to the next sheet (to the right) in the active workbook
Ctrl + Page Up	Switches to the previous sheet (to the left) in the active workbook
Ctrl + Q	Opens the Quick Analysis options for cells that have data
Ctrl + R	Copies data from the cell to the left of the current cell
Ctrl + S	Save
Ctrl + Shift_	Removes the border formatting from the active or selected cells
Ctrl + Shift + !	Changes active or selected cells to the Number format
Ctrl + Shift+ $	Changes active or selected cells to the Currency format
Ctrl + Shift + %	Changes active or selected cells to the Percentage format
Ctrl + Shift + &	Formats cell with the Outside Border to active or selected cells
Ctrl + Shift + (	Unhides hidden rows
Ctrl + Shift +)	Unhides hidden columns
Ctrl + Shift + *	Selects all data in the current worksheet
Ctrl + Shift + :	Inserts current time into the selected cell
Ctrl + Shift + @	Changes active or selected cells to the Time format
Ctrl + shift+ ^	Changes active or selected cells to the Exponential number format
Ctrl + Shift + A	Puts argument names and parentheses in the cell, only when applied to right of a function
Ctrl + Shift + End	Selects all cells from the current cell to the end of the worksheet
Ctrl + Shift + F	Ctrl + Shift + P	Opens the Font tab in the Format Cells dialog box
Ctrl + Shift + Home	Selects all cells from the current cell to the beginning of the worksheet
Ctrl + Shift + O	Selects all cells with comments in the current worksheet
Ctrl + Shift + Page Down	Moves you to the bottom of the next worksheet (to the right)
Ctrl + Shift + Page Up	Moves you to the bottom of the previous worksheet (to the left)
Ctrl + Shift + +	Opens the Insert dialog box to insert new rows or columns
Ctrl + Shift + Spacebar	Selects all cells with data in the current worksheet
Ctrl + Shift + ~	Changes active or selected cells to the General number format
Ctrl + Shift + U	Hides or unhides the formula bar
Ctrl + Spacebar	Selects a whole column in the current worksheet
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Y	Redo
Ctrl + Z	Undo

Delete	Clears cell contents
Enter	Completes the entry and move to the cell below
Esc	Deletes new entries in the formula bar
F1	Opens the Excel Help dialog box
F11	Creates a chart in a new worksheet from the current data range
F12	Opens the Save As dialog box
F2	Edit selected cell
F7	Opens the Spell check dialog box
F8	Turns extend mode on and off
Home	Moves to the first cell in the current/active row
Shift + Left/Right Arrow Key	Expands selection one cell to the left/right
Shift + Enter	Completes the entry and moves to the cell above
Shift + F10	Opens the shortcut menu
Shift + F11	Creates a new worksheet
Shift + F2	Create or edit a comment
Shift + F3	Opens the Insert Function dialog box
Shift + F4	Moves one cell down
Shift + F8	Adds selected cells to current selection
Shift + F9	Calculates the current worksheet
Shift + Spacebar	Selects a whole row in the current worksheet
Tab	Navigate one cell to the right