# 200+ MS Excel Shortcuts

## Column 1

| Shortcut | Purpose |
|---|---|
| **File** | |
| Ctrl+N | New workbook |
| Ctrl+O | Open workbook |
| Ctrl+S | Save workbook |
| F12 | Save as |
| Ctrl+F2 | Print preview |
| Ctrl+P | Print |
| Ctrl+F4 | Close current workbook |
| Alt+F4 | Exit / Close Excel |
| **Ribbon** | |
| Ctrl+F1 | Expand / Collapse ribbon |
| Alt | Access keys |
| Tab | Move to next control |
| Space | Activate / Open selected control |
| Enter | Confirm control |
| F1 | Help |
| **Active Cell** | |
| Enter | Move active cell down in selection |
| Shift+Enter | Move active cell up in selection |
| Tab | Move active cell right in selection |
| Shift+Tab | Move active cell left in selection |
| Ctrl+. | Move active cell clockwise |
| **General** | |
| Ctrl+C | Copy selected cells |
| Ctrl+V | Paste content from clipboard |
| Ctrl+X | Cut selected cells |
| Ctrl+Alt+V | Display paste special |
| Ctrl+Z | Undo last action |
| Ctrl+Y | Repeat last action |
| F4 | Repeat last action |
| Ctrl+F | Display find and replace |
| Ctrl+H | Find with replace selected |
| Ctrl+Shift+F4 | Find previous match |
| Shift+F4 | Find next match |
| Alt+F1 | Embedded chart |
| F11 | Create chart |
| Ctrl+Shift+L | Toggle autofilter |
| Alt+▼ | Activate filter |
| Ctrl+T | Insert table |
| **Navigation** | |
| ► | Move one cell right |
| ◄ | Move one cell left |
| ▲ | Move one cell up |
| ▼ | Move one cell down |
| Alt+PgDn | Move one screen right |
| Alt+PgUp | Move one screen left |
| PgUp | Move one screen up |
| PgDn | Move one screen down |
| Ctrl+► | Move to right edge of data region |
| Ctrl+◄ | Move to left edge of data region |
| Ctrl+▲ | Move to top edge of data region |
| Ctrl+▼ | Move to bottom edge of region |
| Home | Move to beginning of row |
| Ctrl+End | Move to last cell in worksheet |
| Ctrl+Home | Move to first cell in worksheet |
| End | Turn End mode on |
| **Selection** | |
| Shift+Space | Select table row |
| Ctrl+Space | Select table coloumn |

## Column 2

| Shortcut | Purpose |
|---|---|
| Ctrl+A | Select current region / Select all |
| Ctrl+Alt+► | Move right non adjacent |
| Ctrl+Alt+◄ | Move left non adjacent |
| Shift+F8 | Toggle add to selection |
| Esc | Cancel selection/entry |
| **Extend Selection** | |
| Shift+► | Extend selection by one cell right |
| Shift+◄ | Extend selection by one cell left |
| Shift+▲ | Extend selection by one cell up |
| Shift+▼ | Extend selection by one cell down |
| Ctrl+Shift+► | Extend last cell right |
| Ctrl+Shift+◄ | Extend last cell left |
| Ctrl+Shift+▲ | Extend last cell up |
| Ctrl+Shift+▼ | Extend last cell down |
| Shift+PgUp | Extend selection up one screen |
| Shift+PgDn | Extend selection down one screen |
| Alt+Shift+PgUp | Extend selection left one screen |
| Alt+Shift+PgDn | Extend selection right one screen |
| Shift+Home | Extend selection to start of row |
| Ctrl+Shift+Home | Extend selection to first cell |
| Ctrl+Shift+End | Extend selection to last cell |
| F8 | Toggle extend selection mode |
| **Select Special** | |
| Ctrl+G | Display 'Go To' Dialog box |
| Ctrl+Shift+O | Select cells with comments |
| Ctrl+Shift+* | Select current region |
| Ctrl+/ | Select current array |
| Ctrl+\ | Select row differences |
| Ctrl+Shift+| | Select column differences |
| Ctrl+[ | Select direct precedents |
| Ctrl+Shift+[ | Select all precedents |
| Ctrl+] | Select direct dependents |
| Ctrl+Shift+] | Select all dependents |
| Alt+; | Select visible cells only |
| **Entering Data** | |
| Enter | Enter and move down |
| Shift+Enter | Enter and move up |
| Tab | Enter and move right |
| Shift+Tab | Enter and move left |
| Ctrl+Enter | Enter and stay in cell |
| Ctrl+Enter | Enter same data in multiple cells |
| Ctrl+; | Insert current date |
| Ctrl+Shift+; | Insert current time |
| Ctrl+D | Fill down from cell above |
| Ctrl+R | Fill right from cell left |
| Ctrl+' | Copy formula from cell above |
| Ctrl+Shift+' | Copy value from cell above |
| Ctrl+K | Insert hyperlink |
| Alt+▼ | Display auto complete list |
| Ctrl+E | Flash fill |
| **Cell Edit Mode** | |
| F2 | Edit the active cell |
| Shift+F2 | Insert / Edit cell comment |
| Shift+► | Select one character right |
| Shift+◄ | Select one character left |
| Ctrl+► | Move one word right |
| Ctrl+◄ | Move one word left |
| Ctrl+Shift+► | Select one word right |
| Ctrl+Shift+◄ | Select one word left |

## Column 3

| Shortcut | Purpose |
|---|---|
| Shift+Home | Select to beginning of cell |
| Shift+End | Select to end of cell |
| Ctrl+Delete | Delete to end of one line |
| Backspace | Delete left character |
| Delete | Delete right character / contents |
| Alt+Enter | New line in cell |
| **Formulas** | |
| F4 | Abs / Rel refs while typing formula |
| Shift+F3 | Insert function dialog box |
| Ctrl+A | Function arguments dialog box |
| Alt+= | Autosum selected cells |
| Ctrl+` | Toggle formulas on and off |
| Ctrl+Shift+A | Insert function arguments |
| Ctrl+Shift+Enter | Enter array formula |
| F9 | Calculate worksheets |
| Shift+F9 | Calculate active worksheet |
| Ctrl+Alt+F9 | Force calculate all worksheets |
| Ctrl+Shift+U | Expand / Collapse formula bar |
| Ctrl+F3 | Define name |
| Ctrl+Shift+F3 | Define names from labels |
| F3 | Paste name into formula |
| Tab | Accept function with autocomplete |
| **Formatting** | |
| Ctrl+1 | Format cells dialog box |
| Ctrl+Shift+F | Display format cells font tab |
| Ctrl+B | Bold formatting - apply / remove |
| Ctrl+I | Italic formatting - apply / remove |
| Ctrl+U | Underscoring - apply / remove |
| Ctrl+5 | Strikethrough - apply / remove |
| Ctrl+2 | Bold formatting - apply / remove |
| Alt+H+A+C | Centre align |
| Alt+H+A+L | Left align |
| Alt+H+A+R | Right align |
| Alt+H+6 | Indent |
| Alt+H+5 | Remove Indent |
| Alt+H+F+G | Increase font size one step |
| Alt+H+F+K | Decrease font size one step |
| **Number Formatting** | |
| Ctrl+Shift+~ | General format |
| Ctrl+Shift+! | Number format |
| Ctrl+Shift+@ | Time format |
| Ctrl+Shift+# | Date format |
| Ctrl+Shift+$ | Currency format |
| Ctrl+Shift+% | Percent format |
| Ctrl+Shift+^ | Scientific / Exponential format |
| **Borders** | |
| Ctrl+Shift+& | Border outline |
| Ctrl+Shift+_ | Remove outline border |
| Alt+R | Add or remove border right |
| Alt+L | Add or remove border left |
| Alt+T | Add or remove border top |
| Alt+B | Add or remove border bottom |
| Alt+D | Add or remove border diagonal |
| **Drag & Drop** | |
| Drag | Drag and cut |
| Ctrl+Drag | Drag and copy |
| Shift+Drag | Drag and insert |
| Ctrl+Shift+Drag | Drag and insert copy |
| Alt+Drag | Drag to worksheet |

## Column 4

| Shortcut | Purpose |
|---|---|
| Ctrl+Drag | Drag to duplicate worksheet |
| **Grid Operations** | |
| Ctrl+Shift+ | Insert dialog box |
| Ctrl+Shift+ | Insert rows |
| Ctrl+Shift+ | Insert columns |
| Ctrl+- | Delete dialog box |
| Ctrl+- | Delete rows |
| Ctrl+- | Delete columns |
| Ctrl+- | Delete cells |
| Ctrl+0 | Hide columns |
| Ctrl+9 | Hide rows |
| Ctrl+Shift+0 | Unhide columns |
| Ctrl+Shift+9 | Unhide rows |
| Alt+Shift+► | Group rows / columns |
| Alt+Shift+◄ | Ungroup rows / columns |
| Ctrl+8 | Hide or show outline symbols |
| **PivotTable** | |
| Ctrl+A | Select entire pivot table |
| Space | Toggle pivot table field checkbox |
| Alt+Shift+► | Group pivot table items |
| Alt+Shift+◄ | Ungroup pivot table items |
| Ctrl+- | Hide pivot table items |
| Alt+F1 | Pivot chart on same worksheet |
| F11 | Pivot chart on new worksheet |
| Alt+D+P | Open pivot table wizard |
| **Dialog Box** | |
| Tab | Move to next control |
| Shift+Tab | Move to previous control |
| Ctrl+Tab | Move to next tab |
| Ctrl+Shift+Tab | Move to previous tab |
| Enter | Accept and apply |
| Space | Check and uncheck box |
| Esc | Cancel and close the dialog box |
| **Workbook** | |
| Shift+F11 | Insert new worksheet |
| Ctrl+PgDn | Go to next worksheet |
| Ctrl+PgUp | Go to previous worksheet |
| F6 | Move to next pane in split WS |
| Shift+F6 | Move to previous pane in split WS |
| Ctrl+Tab | Go to next workbook |
| Shift+Ctrl+Tab | Go to previous workbook |
| Ctrl+F7 | Move workbook |
| Ctrl+F8 | Resize workbook |
| Ctrl+F9 | Minimize workbook |
| Ctrl+F10 | Maximize / Restore workbook |
| Shift+Click | Select adjacent worksheets |
| Ctrl+Click | Select non-adjacent worksheets |
| ScrLk | Toggle scroll lock |
| **Others** | |
| F7 | Open spelling dialog box |
| Shift+F7 | Open thesaurus dialog box |
| Alt+F8 | Open macro dialog box |
| Alt+F11 | Open VBA editor |
| Alt | Snap to grid |
| Ctrl+D | Duplicate object |
| Ctrl+6 | Hide / Show objects |
| Alt+' | Display Modify cell style |
| Shift+F10 | Display shortcut menu |
| Alt+Space | Display control menu |