Keyboard Shortcuts

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Display and Use Windows

ALT + TAB
> Switch to the next program.

ALT + SHIFT + TAB
> Switch to the previous program.

CTRL + ESC
> Display the Windows **Start** menu.

CTRL + W or CTRL + F4
> Close the selected workbook window.

CTRL + F5
> Restore the window size of the selected workbook window.

F6
> Switch to the next pane in a worksheet that has been split (**Window** menu, **Split** command).

SHIFT + F6
> Switch to the previous pane in a worksheet that has been split.

CTRL + F6
> When more than one workbook window is open, switch to the next workbook window.

CTRL + SHIFT + F6
> Switch to the previous workbook window.

CTRL + F7
> When a workbook window is not maximized, perform the **Move** command (on the **Control** menu for the workbook window). Use the arrow keys to move the window, and when finished press ESC.

CTRL + F8
> When a workbook window is not maximized, perform the **Size** command (on the **Control** menu for the workbook window). Use the arrow keys to resize the window, and when finished press ESC.

CTRL + F9
> Minimize a workbook window to an icon.

CTRL + F10

Maximize or restore the selected workbook window.

PRTSC
Copy a picture of the screen to the Clipboard.

ALT + PRINT SCREEN
Copy a picture of the selected window to the Clipboard.

Work With Worksheets

SHIFT + F11 or ALT + SHIFT + F1
    Insert a new worksheet.

CTRL + PAGE DOWN
    Move to the next sheet in the workbook.

CTRL + PAGE UP
    Move to the previous sheet in the workbook.

SHIFT + CTRL + PAGE DOWN
    Select the current and next sheet. To cancel selection of multiple sheets, press
    CTRL + PAGE DOWN or, to select a different sheet, press CTRL + PAGE UP.

SHIFT + CTRL + PAGE UP
    Select the current and previous sheet.

ALT + O H R
    Rename the current sheet (**Format** menu, **Sheet** submenu, **Rename** command).

ALT + E M
    Move or copy the current sheet (**Edit** menu, **Move or Copy Sheet** command).

ALT + E L
    Delete the current sheet (**Edit** menu, **Delete Sheet** command).

Move and Scroll within Worksheets

Arrow keys
 Move one cell up, down, left, or right.

CTRL + arrow key
 Move to the edge of the current data region

HOME
 Move to the beginning of the row.

CTRL + HOME
 Move to the beginning of the worksheet.

CTRL + END
 Move to the last cell on the worksheet, in the bottom-most used row of the
 rightmost used column.

PAGE DOWN
 Move down one screen.

PAGE UP
 Move up one screen.

ALT + PAGE DOWN
 Move one screen to the right.

ALT + PAGE UP
 Move one screen to the left.

F6
 Switch to the next pane in a worksheet that has been split (**Window** menu, **Split**
 command).

SHIFT + F6
 Switch to the previous pane in a worksheet that has been split.

CTRL + BACKSPACE
 Scroll to display the active cell.

SHIFT + F5
 Display the **Find** dialog box.

TAB
 Move between unlocked cells on a protected worksheet.

Move within a Selected Range

ENTER
> Move from top to bottom within the selected range.

SHIFT + ENTER
> Move from bottom to top within the selected range.

TAB
> Move from left to right within the selected range. If cells in a single column are selected, move down.

SHIFT + TAB
> Move from right to left within the selected range. If cells in a single column are selected, move up.

CTRL + PERIOD
> Move clockwise to the next corner of the selected range.

CTRL + ALT + RIGHT ARROW
> In nonadjacent selections, switch to the next selection to the right.

CTRL + ALT + LEFT ARROW
> Switch to the next nonadjacent selection to the left.

Move and Scroll in End Mode

END appears in the status bar when End mode is selected.

END key
>   Turn End mode on or off.

END + arrow key
>   Move by one block of data within a row or column.

END + HOME
>   Move to the last cell on the worksheet, in the bottom-most used row of the
>   rightmost used column.

END + ENTER
>   Move to the rightmost nonblank cell in the current row. This key sequence does
>   not work if you have turned on transition navigation keys (**Tools** menu, **Options**
>   command, **Transition** tab).

Extend a Selection

F8
>Turn extend mode on or off. In extend mode, **EXT** appears in the status line, and the arrow keys extend the selection.

SHIFT + 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 + arrow key
>Extend the selection by one cell.

CTRL + SHIFT + arrow key
>Extend the selection to the last nonblank cell in the same column or row as the active cell.

SHIFT + HOME
>Extend the selection to the beginning of the row.

CTRL + SHIFT + HOME
>Extend the selection to the beginning of the worksheet.

CTRL + SHIFT + END
>Extend the selection to the last used cell on the worksheet (lower-right corner).

SHIFT + PAGE DOWN
>Extend the selection down one screen.

SHIFT + PAGE UP
>Extend the selection up one screen.

END + SHIFT + arrow key
>Extend the selection to the last nonblank cell in the same column or row as the active cell.

END + SHIFT + HOME
>Extend the selection to the last used cell on the worksheet (lower-right corner).

END + SHIFT + ENTER
>Extend the selection to the last cell in the current row. This key sequence does not work if you have turned on transition navigation keys (**Tools** menu, **Options** command, **Transition** tab).

Select cells, rows and columns, and objects

CTRL + SPACEBAR
> Select the entire column.

SHIFT + SPACEBAR
> Select the entire row.

CTRL + A
> Select the entire worksheet.

SHIFT + BACKSPACE
> With multiple cells selected, select only the active cell.

CTRL + SHIFT + SPACEBAR
> With an object selected, select all objects on a sheet.

CTRL + 6
> Alternate between hiding objects, displaying objects, and displaying placeholders for objects

Entering data

ENTER
        Complete a cell entry and select the cell below.

ALT + ENTER
        Start a new line in the same cell.

CTRL + ENTER
        Fill the selected cell range with the current entry.

SHIFT + ENTER
        Complete a cell entry and select the previous cell above.

TAB
        Complete a cell entry and select the next cell to the right.

SHIFT + TAB
        Complete a cell entry and select the previous cell to the left.

ESC
        Cancel a cell entry.

Arrow keys
        Move one character up, down, left, or right.

HOME
        Move to the beginning of the line.

F4 or CTRL + Y
        Repeat the last action.

CTRL + SHIFT + F3
        Create names from row and column labels.

CTRL + D
        Fill down.

CTRL + R
        Fill to the right.

CTRL + F3
        Define a name.

CTRL + K
        Insert a hyperlink

CTRL + ; (semicolon)
    Enter the date.

CTRL + SHIFT + : (colon)
    Enter the time.

ALT + DOWN ARROW
    Display a drop-down list of the values in the current column of a range.

CTRL + Z
    Undo the last action.

Enter special characters

Press F2 to edit the cell, turn on NUM LOCK, and then press the following keys by using the numeric key pad:

ALT + 0162
>   Enters the cent character ¢.

ALT + 0163
>   Enters the pound sterling character £.

ALT + 0165
>   Enters the yen symbol ¥.

ALT + 0128
>   Enters the euro symbol €.

Enter and calculate formulas

= (equal sign)

>   Start a formula.

F2

>   Move the insertion point into the Formula Bar when editing in a cell is turned off.

BACKSPACE

>   In the Formula Bar, delete one character to the left.

ENTER

>   Complete a cell entry from the cell or Formula Bar.

CTRL + SHIFT + ENTER

>   Enter a formula as an array formula (array formula: A formula that performs multiple calculations on one or more sets of values, and then returns either a single result or multiple results. Array formulas are enclosed between braces { } and are entered by pressing CTRL + SHIFT + ENTER.).

ESC

>   Cancel an entry in the cell or Formula Bar.

SHIFT + F3

>   In a formula, display the **Insert Function** dialog box.

CTRL + A

>   When the insertion point is to the right of a function name in a formula, display the **Function Arguments** dialog box.

CTRL + SHIFT + A

>   When the insertion point is to the right of a function name in a formula, insert the argument names and parentheses.

F3

>   Paste a defined name into a formula

ALT + = (equal sign)

>   Insert an AutoSum formula with the SUM function.

CTRL + SHIFT + " (quotation mark)

>   Copy the value from the cell above the active cell into the cell or the Formula Bar.

CTRL + ' (apostrophe)

>   Copies a formula from the cell above the active cell into the cell or the Formula Bar

CTRL + ` (single left quotation mark)

>   Alternate between displaying cell values and displaying formulas

F9
    Calculate all worksheets in all open workbooks.
    When a portion of a formula is selected, calculate the selected portion. You can
    then press ENTER or CTRL + SHIFT + ENTER (for array formulas) to replace
    the selected portion with the calculated value.

SHIFT + F9
    Calculate the active worksheet.

CTRL + ALT + F9
    Calculate all worksheets in all open workbooks, regardless of whether they have
    changed since the last calculation.

CTRL + ALT + SHIFT + F9
    Rechecks dependent formulas and then calculates all cells in all open workbooks,
    including cells not marked as needing to be calculated.

Edit data

F2
>Edit the active cell and position the insertion point at the end of the cell contents.

ALT + ENTER
>Start a new line in the same cell.

BACKSPACE
>Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit cell contents.

DELETE
>Delete the character to the right of the insertion point, or delete the selection.

CTRL + DELETE
>Delete text to the end of the line.

F7
>Display the **Spelling** dialog box.

SHIFT + F2
>Edit a cell comment.

ENTER
>Complete a cell entry and select the next cell below.

CTRL + Z
>Undo the last action.

ESC
>Cancel a cell entry.

CTRL + SHIFT + Z
>When the AutoCorrect Smart Tags is displayed, undo or redo the last automatic correction.

Insert, delete, and copy cells

CTRL + C
       Copy the selected cells.

CTRL + C, immediately followed by another CTRL + C
       Display the Microsoft Office Clipboard (multiple copy and paste).

CTRL + X
       Cut the selected cells.

CTRL + V
       Paste copied cells.

DELETE
       Clear the contents of the selected cells.

CTRL + HYPHEN
       Delete the selected cells.

CTRL + SHIFT + PLUS SIGN
       Insert blank cells.

Format data

ALT + ' (apostrophe)
>   Display the **Style** dialog box.

CTRL + 1
>   Display the **Format Cells** dialog box.

CTRL + SHIFT + ~
>   Apply the General number format.

CTRL + SHIFT + $
>   Apply the Currency format with two decimal places (negative numbers 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 AM or PM.

CTRL + SHIFT + !
>   Apply the Number format with two decimal places, thousands separator, and minus sign (–) for negative values.

CTRL + B
>   Apply or remove bold formatting.

CTRL + I
>   Apply or remove italic formatting.

CTRL + U
>   Apply or remove underlining.

CTRL + 5
>   Apply or remove strikethrough.

CTRL + 9
>   Hide the selected rows.

CTRL + SHIFT + (

(Opening parenthesis) Unhide any hidden rows within the selection.

CTRL + 0 (zero)
  Hide the selected columns.

CTRL + SHIFT +)
  (closing parenthesis) Unhide any hidden columns within the selection.

CTRL + SHIFT + &
  Apply the outline border to the selected cells.

CTRL + SHIFT + _
  Remove the outline border from the selected cells.

Use the Border tab in the Format Cells dialog box

Press CTRL + 1 to display this dialog box.

ALT + T
>   Apply or remove the top border.

ALT + B
>   Apply or remove the bottom border.

ALT + L
>   Apply or remove the left border.

ALT + R
>   Apply or remove the right border.

ALT + H
>   If cells in multiple rows are selected, apply or remove the horizontal divider.

ALT + V
>   If cells in multiple columns are selected, apply or remove the vertical divider.

ALT + D
>   Apply or remove the downward diagonal border.

ALT + U
>   Apply or remove the upward diagonal border.

Create charts and select chart elements

F11 or ALT + F1
> Creates a chart of the data in the current range

CTRL + PAGE DOWN
> Selects a chart sheet: selects the next sheet in the workbook, until the chart sheet you want is selected

CTRL + PAGE UP
> Selects a chart sheet: selects the previous sheet in the workbook, until the chart sheet you want is selected

DOWN ARROW
> Select the previous group of elements in a chart.

UP ARROW
> Selects the next group of elements in a chart

RIGHT ARROW
> Selects the next element within a group

LEFT ARROW
> Selects the previous element within a group

Work with macros

ALT + F8
>Displays the **Macro** dialog box

ALT + F11
>Displays the Visual Basic Editor

CTRL + F11
>Inserts a Microsoft Excel 4.0 macro sheet