MS Excel Shortcut Keys

Key	Action
CTRL+SHIFT+* (ASTERISK)	Select the current region around the active cell (the current region is an area enclosed by blank rows and blank columns)
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 cell used on the worksheet (lower-right corner)
CTRL+SPACEBAR	Select the entire column
SHIFT+SPACEBAR	Select the entire row
CTRL+A	Select the entire worksheet
SHIFT+BACKSPACE	If multiple cells are selected, select only the active cell
SHIFT+PAGE DOWN	Extend the selection down one screen
SHIFT+PAGE UP	Extend the selection up one screen
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
CTRL+7	Show or hide the Standard toolbar
Press	In End mode, to
END	Turn End mode on or off
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 cell used on the worksheet (lower-right corner)
END, SHIFT+ENTER	Extend the selection to the last cell in the current row; this keystroke is unavailable if you selected the Transition navigation keys check box on the Transition tab (Tools menu, Options command)
Press	With SCROLL LOCK on, to
SCROLL LOCK	Turn SCROLL LOCK on or off
UP ARROW or DOWN ARROW	Scroll the screen up or down one row
LEFT ARROW or RIGHT ARROW	Scroll the screen left or right one column
SHIFT+HOME	Extend the selection to the cell in the upper-left corner of the window
SHIFT+END	Extend the selection to the cell in the lower-right corner of the window
	Tip When you use the scrolling keys (such as PAGE UP and PAGE DOWN) with SCROLL LOCK turned off, your selection moves the distance you scroll. If you want to keep the same selection as you scroll, turn on SCROLL LOCK first.

Select cells with special characteristics by using shortcut keys :-

Key	Action
CTRL+SHIFT+* (ASTERISK)	Select the current region around the active cell (the current region is an area enclosed by blank rows and blank columns)
CTRL+/	Select the current array, which is the array that the active cell belongs to
CTRL+SHIFT+O (the letter O)	Select all cells with comments
CTRL+\	Select cells whose contents are different from the comparison cell in each row (for each row, the comparison cell is in the same column as the active cell)
CTRL+SHIFT+|	Select cells whose contents are different from the comparison cell in each column (for each column, the comparison cell is in the same row as the active cell)

CTRL+[	Select only cells that are directly referred to by formulas in the selection
CTRL+SHIFT+{	Select all cells that are directly or indirectly referred to by formulas in the selection
CTRL+]	Select only cells with formulas that refer directly to the active cell
CTRL+SHIFT+}	Select all cells with formulas that refer directly or indirectly to the active cell
ALT+SEMICOLON	Select only visible cells in the current selection

Select chart items by using shortcut keys :-	
DOWN ARROW	Select the previous group of items
UP ARROW	Select the next group of items
RIGHT ARROW	Select the next item within the group
LEFT ARROW	Select the previous item within the group

Format data by using shortcut keys :-	
ALT+' (APOSTROPHE)	Display the Style command (Format menu)
CTRL+1	Display the Cells command (Format menu)
CTRL+SHIFT+~	Apply the General number format
CTRL+SHIFT+$	Apply the Currency format with two decimal places (negative numbers appear 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 indicate A.M. or P.M.
CTRL+SHIFT+!	Apply the Number format with two decimal places, 1000 separator, and – for negative values
CTRL+SHIFT+&	Apply the outline border
CTRL+SHIFT+_	Remove all borders
CTRL+B	Apply or remove bold formatting
CTRL+I	Apply or remove italic formatting
CTRL+U	Apply or remove an underline
CTRL+5	Apply or remove strikethrough formatting
CTRL+9	Hide rows
CTRL+SHIFT+(	Unhide rows
CTRL+0 (ZERO)	Hide columns
CTRL+SHIFT+)	Unhide columns

Edit data by using shortcut keys :-	
F2	Edit the active cell
ESC	Cancel an entry in the cell or formula bar
BACKSPACE	Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents
F3	Paste a name into a formula
ENTER	Complete a cell entry
CTRL+SHIFT+ENTER	Enter a formula as an array formula
CTRL+A	Display the Formula Palette after you type a valid function name in a formula
CTRL+SHIFT+A	Insert the argument names and parentheses for a function, after you type a valid function name in a formula

Insert, delete, and copy a selection by using shortcut keys :-	
CTRL+C	Copy the selection
CTRL+V	Paste the selection
CTRL+X	Cut the selection
DELETE	Clear the contents of the selection
CTRL+SHIFT+PLUS SIGN	Insert blank cells
CTRL+ –	Delete the selection
CTRL+Z	Undo the last action

Move within a selection by using shortcut keys :-	
ENTER	Move from top to bottom within the selection (down), or in the direction that is selected on the Edit tab (Tools menu, Options command)
SHIFT+ENTER	Move from bottom to top within the selection (up), or opposite to the direction that is selected on the Edit tab (Tools menu, Options command)
TAB	Move from left to right within the selection, or move down one cell if only one column is selected
SHIFT+TAB	Move from right to left within the selection, or move up one cell if only one column is selected
CTRL+PERIOD	Move clockwise to the next corner of the selection
CTRL+ALT+RIGHT ARROW	Move to the right between nonadjacent selections
CTRL+ALT+LEFTARROW	Move to the left between nonadjacent selections

Work in cells or the formula bar by using shortcut keys :-	
= (EQUAL SIGN)	Start a formula
ESC	Cancel an entry in the cell or formula bar
F2	Edit the active cell
BACKSPACE	Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents
F3	Paste a name into a formula
CTRL+F3	Define a name
F9	Calculate all sheets in all open workbooks
SHIFT+F9	Calculate the active worksheet
ALT+= (EQUAL SIGN)	Insert the AutoSum formula
CTRL+; (SEMICOLON)	Enter the date
CTRL+SHIFT+: (COLON)	Enter the time
CTRL+K	Insert a hyperlink
ENTER	Complete a cell entry
CTRL+SHIFT+" (QUOTATION MARK)	Copy the value 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 cell formulas
CTRL+' (APOSTROPHE)	Copy a formula from the cell above the active cell into the cell or the formula bar
CTRL+SHIFT+ENTER	Enter a formula as an array formula
CTRL+A	Display the Formula Palette after you type a valid function name in a formula
CTRL+SHIFT+A	Insert the argument names and parentheses for a function, after you type a valid function name in a formula
ALT+DOWN ARROW	Display the AutoComplete list

Enter data by using shortcut keys :-	
ENTER	Complete a cell entry
ESC	Cancel a cell entry
F4 or CTRL+Y	Repeat the last action
ALT+ENTER	Start a new line in the same cell
BACKSPACE	Delete the character to the left of the insertion point, or delete the selection
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
Arrow keys	Move one character up, down, left, or right
HOME	Move to the beginning of the line
SHIFT+F2	Edit a cell comment
CTRL+SHIFT+F3	Create names from row and column labels

CTRL+D	Fill down
CTRL+R	Fill to the right
CTRL+ENTER	Fill the selected cell range with the current entry
ENTER	Complete a cell entry and move down in the selection
SHIFT+ENTER	Complete a cell entry and move up in the selection
TAB	Complete a cell entry and move to the right in the selection
SHIFT+TAB	Complete a cell entry and move to the left in the selection

Move and scroll on a worksheet or workbook by using shortcut keys :-

Arrow key	Move one cell in a given direction
CTRL+ arrow key	Move to the edge of the current data region
TAB	Move between unlocked cells on a protected worksheet
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, which is the cell at the intersection of the right-most used column and the bottom-most used row (in the lower-right corner); cell opposite the Home cell, which is typically A1
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
CTRL+PAGE DOWN	Move to the next sheet in the workbook
CTRL+PAGE UP	Move to the previous sheet in the workbook
CTRL+F6 or CTRL+TAB	Move to the next workbook or window
CTRL+SHIFT+F6 or CTRL+SHIFT+TAB	Move to the previous workbook or window
F6	Move to the next pane
SHIFT+F6	Move to the previous pane
CTRL+BACKSPACE	Scroll to display the active cell
In End mode :-	
END	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, which is the cell at the intersection of the right-most used column and the bottom-most used row (in the lower-right corner); cell opposite the Home cell, which is typically A1
END, ENTER	Move to the last cell to the right in the current row that is not blank; unavailable if you have selected the Transition navigation keys check box on the Transition tab (Tools menu, Options command)
With SCROLL LOCK turned on :-	
SCROLL LOCK	Turn SCROLL LOCK on or off
HOME	Move to the cell in the upper-left corner of the window
END	Move to the cell in the lower-right corner of the window
UP ARROW or DOWN ARROW	Scroll one row up or down
LEFT ARROW or RIGHT ARROW	Scroll one column left or right
	Tip When you use the scrolling keys (such as PAGE UP and PAGE DOWN) with SCROLL LOCK turned off, your selection moves the distance you scroll. If you want to preserve your selection while you scroll through the worksheet, turn on SCROLL LOCK first.

Work with databases, lists, and PivotTables by using shortcut keys :-

ALT+ key, where key is the underlined letter in the field or command name	Select a field or a command button
DOWN ARROW	Move to the same field in the next record
UP ARROW	Move to the same field in the previous record
TAB	Move to the next field you can edit in the record
SHIFT+TAB	Move to the previous field you can edit in the record
ENTER	Move to the first field in the next record

SHIFT+ENTER	Move to the first field in the previous record
PAGE DOWN	Move to the same field 10 records forward
PAGE UP	Move to the same field 10 records back
CTRL+PAGE DOWN	Move to the new record
CTRL+PAGE UP	Move to the first record
HOME or END	Move to the beginning or end of a field
LEFT ARROW or RIGHT ARROW	Move one character left or right within a field
SHIFT+HOME	Extend a selection to the beginning of a field
SHIFT+END	Extend a selection to the end of a field
SHIFT+LEFT ARROW	Select the character to the left
SHIFT+RIGHT ARROW	Select the character to the right

Work with the AutoFilter feature by using shortcut keys :-	
Select the cell that contains the column label, and then press ALT+DOWN ARROW	Display the AutoFilter list for the current column
ALT+UP ARROW	Close the AutoFilter list for the current column
DOWN ARROW	Select the next item in the AutoFilter list
UP ARROW	Select the previous item in the AutoFilter list
HOME	Select the first item (All) in the AutoFilter list
END	Select the last item in the AutoFilter list
ENTER	Filter the list by using the selected item in the AutoFilter list

Keys for windows and dialog boxes (In a window) :-	
ALT+TAB	Switch to the next program
ALT+SHIFT+TAB	Switch to the previous program
CTRL+ESC	Show the Windows Start menu
CTRL+W	Close the active workbook window
CTRL+F5	Restore the active workbook window
CTRL+F6	Switch to the next workbook window
CTRL+SHIFT+F6	Switch to the previous workbook window
CTRL+F7	Carry out the Move command (workbook icon menu, menu bar)
CTRL+F8	Carry out the Size command (workbook icon menu, menu bar)
CTRL+F9	Minimize the workbook window to an icon
CTRL+F10	Maximize or restore the workbook window
ALT+0 to select the folder list; arrow keys to select a folder	Select a folder in the Open or Save As dialog box (File menu)
ALT+ number (1 is the leftmost button, 2 is the next, and so on)	Choose a toolbar button in the Open or Save As dialog box (File menu)
F5	Update the files visible in the Open or Save As dialog box (File menu)

Keys for windows and dialog boxes (In a dialog box) :-	
CTRL+TAB or CTRL+PAGE DOWN	Switch to the next tab in a dialog box
CTRL+SHIFT+TAB or CTRL+PAGE UP	Switch to the previous tab in a dialog box
TAB	Move to the next option or option group
SHIFT+TAB	Move to the previous option or option group
Arrow keys	Move between options in the active drop-down list box or between some options in a group of options
SPACEBAR	Perform the action assigned to the active button (the button with the dotted outline), or select or clear the active check box
Letter key for the first letter in the option name you want (when a drop-down list box is selected)	Move to an option in a drop-down list box
ALT+ letter, where letter is the key for the underlined letter in the option name	Select an option, or select or clear a check box
ALT+DOWN ARROW	Open the selected drop-down list box
ESC	Close the selected drop-down list box

ENTER	Perform the action assigned to the default command button in the dialog box (the button with the bold outline ¾ often the OK button)
ESC	Cancel the command and close the dialog box

Keys for windows and dialog boxes (In a text box) :-	
HOME	Move to the beginning of the entry
END	Move to the end of the entry
LEFT ARROW or RIGHT ARROW	Move one character to the left or right
CTRL+LEFT ARROW or CTRL+RIGHT ARROW	Move one word to the left or right
SHIFT+HOME	Select from the insertion point to the beginning of the entry
SHIFT+END	Select from the insertion point to the end of the entry
SHIFT+LEFT ARROW	Select or unselect one character to the left
SHIFT+RIGHT ARROW	Select or unselect one character to the right
CTRL+SHIFT+LEFT ARROW	Select or unselect one word to the left
CTRL+SHIFT+RIGHT ARROW	Select or unselect one word to the right

Print and preview a document by using shortcut keys :-	
CTRL+P	Display the Print command (File menu)
Work in Print Preview :-	
Arrow keys	Move around the page when zoomed in
PAGE UP or PAGE DOWN	Move by one page when zoomed out
CTRL+UP ARROW or CTRL+LEFT ARROW	Move to the first page when zoomed out
CTRL+DOWN ARROW or CTRL+RIGHT ARROW	Move to the last page when zoomed out

Outline data by using shortcut keys in Print Preview :-	
ALT+SHIFT+LEFT ARROW	Ungroup rows or columns
ALT+SHIFT+RIGHT ARROW	Group rows or columns
CTRL+8	Display or hide outline symbols
CTRL+9	Hide selected rows
CTRL+SHIFT+(	Unhide selected rows
CTRL+0 (ZERO)	Hide selected columns
CTRL+SHIFT+)	Unhide selected columns

Keys for Menus :-	
SHIFT+F10	Show a shortcut menu
F10 or ALT	Make the menu bar active
ALT+SPACEBAR	Show the program icon menu (on the program title bar)
DOWN ARROW or UP ARROW (with the menu or submenu displayed)	Select the next or previous command on the menu or submenu
LEFT ARROW or RIGHT ARROW	Select the menu to the left or right, or, with a submenu visible, switch between the main menu and the submenu
HOME or END	Select the first or last command on the menu or submenu
ALT	Close the visible menu and submenu at the same time
ESC	Close the visible menu, or, with a submenu visible, close the submenu only
	Tip You can select any menu command on the menu bar or on a visible toolbar with the keyboard. Press ALT to select the menu bar. (To then select a toolbar, press CTRL+TAB; repeat until the toolbar you want is selected.) Press the letter that is underlined in the menu name that contains the command you want. In the menu that appears, press the letter underlined in the command name that you want.

Keys for Toolbars :-	
F10 or ALT	Make the menu bar active

CTRL+TAB or CTRL+SHIFT+TAB	Select the next or previous toolbar
TAB or SHIFT+TAB (when a toolbar is active)	Select the next or previous button or menu on the toolbar
ENTER	Open the selected menu
ENTER	Perform the action assigned to the selected button
ENTER	Enter text in the selected text box
Arrow keys to move through options in the list or menu; ENTER to select the option you want (when a drop-down list box is selected)	Select an option from a drop-down list box or from a drop-down menu on a button

Keys for using the Office Assistant :-	
ALT+F6; repeat until the balloon is active	Make the Office Assistant the active balloon
ALT+topic number (where 1 is the first topic, 2 is the second, and so on)	Select a Help topic from the topics displayed by the Office Assistant
ALT+DOWN ARROW	See more help topics
ALT+UP ARROW	See previous help topics
ESC	Close an Office Assistant message
F1	Get Help from the Office Assistant
ALT+N	Display the next tip
ALT+B	Display the previous tip
ESC	Close tips
TAB to select the Office Assistant button; SPACEBAR to show or hide the Assistant	Show or hide the Office Assistant in a wizard

Function keys :-	
F1	Display Help or the Office Assistant
F2	Edit the active cell
F3	Paste a name into a formula
F4	Repeat the last action
F5	Go To
F6	Move to the next pane
F7	Spelling command
F8	Extend a selection
F9	Calculate all sheets in all open workbooks
F10	Make the menu bar active
F11	Create a chart
F12	Save As command