

MS Excel Shortcut Key

1.Navigate Worksheets

Sr.No.	Shortcut Key	Use of Key
01	Arrow Keys	Move One Cell up, Down, Left, or Right In a Worksheet
02	Page Down/Page Up	Move One Screen Down / One Screen up In a Worksheet
03	Alt+Page Down/Alt+Page Up	Move One Screen To The Right / to The Left in a Worksheet
04	Tab/Shift+Tab	Move One Cell to The Right / To The Left in a Worksheet
05	Ctrl+Arrow Keys	Move to The Edge of Next Data Region (Cells That Contains Data)
06	Home	Move To The Beginning of a Row in a Worksheet
07	Ctrl+Home	Move To The Beginning Of a Worksheet
08	Ctrl+End	Move To The Last Cell With Content on a Worksheet
09	Ctrl+F	Display The Find and Replace Dialog Box (With Find Selected)
10	Ctrl+H	Display The Find and Replace Dialog Box (With Replace Selected)
11	Shift+F4	Repeat Last Find
12	Ctrl+G or F5	Display The 'Go To' Dialog Box
13	Ctrl+Arrow Left/Ctrl+Arrow Right	Inside a Cell:Move One Word To The Left / To The Right
14	Home/End	Inside a Cell:Move To The Beginning / To The End Of a Cell entry
15	Alt+Arrow Down	Display The AutoComplete List eg in Cell With Dropdowns or Autofilter
16	End	Turn 'End' Mode on In End Mode, Press Arrow Keys to Move To The Next Nonblank Cell in The Same Column or Row as The Active Cell From Here Use Arrow keys to move by blocks of data, home to Move to Last Cell, or Enter to Move to The Last Cell To The Right

2.Basic and Advanced Cell Selections

Sr.No.	Shortcut Key	Description
01	Shift+Space	Select the entire row
02	Ctrl+Space	Select the entire column
03	Shift+Arrow Keys	Extend the selection by one cell
04	Shift+Page Down/Shift+Page Up	Extend the selection down one screen /up one screen
05	Shift+Home	Extend the selection to the beginning of the row There is no Shift+End equivalent
06	Ctrl+Shift+Arrow Key	Extend the selection to the last cell with content in row or column
07	Ctrl+A	Select the entire worksheet or the data-containing area Pressing ctrl+a a second time then selects entire worksheet

Sr.No.	Shortcut Key	Description
08	Ctrl+Shift+Home	Extend the selection to the first cell of the worksheet
09	F5+ column or row reference	F5, then eg type d:g selects columns D-G, or 1:5 selects rows 1-5 etc
10	F2	Edit Cell
11	Shift+Home/End	Inside a cell: Select from the insertion point to the beginning / to the end of the cell
12	Shift+Arrow Left/Arrow Right	Inside a cell: Select or unselect one character to the left / to the right
13	Ctrl+Shift+Arrow Left/Arrow Right	Inside a cell: Select or unselect one word to the left / to the right

3.Navigate Inside Selected Text Blocks

Sr.No.	Shortcut Key	Description
01	Tab/Shift+Tab	Move active cell right / left in a selection
02	Shift+F8	Lock Selection which allows to add another (adjacent or non-adjacent) range of cells to the selection Use arrow keys and shift+arrow keys to add to selection
03	F8	Turn on extension of selection with arrow keys without having to keep pressing shift
04	Enter/Shift+Enter	Move active cell down / up in a selection
05	Shift+Backspace	Select only the active cell when multiple cells are selected
06	Ctrl+Backspace	Show active cell within selection
07	Ctrl+. (period)	Move clockwise to the next corner of the selection
08	Ctrl+Alt+Arrow Right/Ctrl+Alt+Arrow Left	Move to the right / to the left between non-adjacent selections (with multiple ranges selected)
09	Esc	Cancel Selection

4.Edit Complete Cells

Sr.No.	Shortcut Key	Description
01	Ctrl+D	Fill Down Select cells with value in first row Ctrl+D fills the value of that first cell in selection to all cells in selection downwards
02	Ctrl+R	Fill Right: Select cell with value in first cell Ctrl+E fills value of that first cell in selection to all cells rightwards
03	Ctrl+-	Delete Cell/Row/Column Menu
04	Ctrl+- with row / column selected	Delete row / delete column
05	Ctrl+Shift++	Insert Cell/Row/Column Menu
06	Ctrl+Shift++ with row / column selected	Insert row/ insert column
07	Shift+F2	Insert / Edit a cell comment

Sr.No.	Shortcut Key	Description
08	Shift+F10, then M	Delete comment
09	Ctrl+K	Insert a HyperlinK (for complete cell only)
10	Ctrl+9	Hide the selected rows
11	Ctrl+Shift+9	Unhide any hidden rows within the selection
12	Ctrl+0 (zero)	Hide the selected columns Since Excel 2010, there is no more shortcut to unhide columns
13	Ctrl+' (Accent Grave)	Alternate between displaying cell values and displaying cell formulas This is Accent Grave on top left of keyboard, not a quotation mark

5.Edit Content of Cells

Sr.No.	Shortcut Key	Description
01	F2	Edit the active cell with cursor at end of the line
02	Alt+Enter	Start a new line in the same cell
03	Enter	Complete a cell entry and move down in the selection With multiple cells selected: fill cell range with current cell
04	Shift+Enter	Complete a cell entry and move up in the selection
05	Tab/Shift+Tab	Complete a cell entry and move to the right / to the left in the selection
06	Esc	Cancel a cell entry
07	Backspace	Delete the character to the left of the insertion point, or delete the selection
08	Delete	Delete the character to the right of the insertion point, or delete the selection
09	Ctrl+Delete	Delete text to the end of the line
10	Ctrl+;	Insert current date
11	Ctrl+Shift+:	Insert current time
12	Ctrl+'	Duplicate value from Cell above into current Cell

6. Excel Basics

Sr.No.	Shortcut Key	Description
01	Shift+F10	Display the shortcut menu for the selected command (simulates right mouse button)
02	Ctrl+Z	Undo last action (multiple levels)
03	Ctrl+Y	Redo last action (multiple levels)
04	Ctrl+C	Copy contents of selected cells
05	Ctrl+X	Cut contents of selected cells
06	Ctrl+V	Paste content from clipboard into selected cell
07	Ctrl+Alt+v	If data exists in clipboard: Display the Paste Special dialog box

7.Format Cells

Sr.No.	Shortcut	Description
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Key		
01	Ctrl+1	Open Format Cells dialog with last selection active
02	Ctrl+Shift+F	Open Format Cells dialog with Font Tab active
03	Ctrl+B	Apply or remove bold formatting
04	Ctrl+I	Apply or remove italic formatting
05	Ctrl+U	Apply or remove an underline
06	Ctrl+5	Apply or remove strikethrough formatting
07	Ctrl+Shift+~	Apply the General number format
08	Ctrl+Shift+1	Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values
09	Ctrl+Shift+2	Apply the Time format with the hour and minute, and indicate AM or PM
10	Ctrl+Shift+3	Apply the Date format with the day, month, and year
11	Ctrl+Shift+4	Apply the Currency format with two decimal places
12	Ctrl+Shift+5	Apply the Percentage format with no decimal places
13	Ctrl+Shift+6	Apply the Scientific number format with two decimal places
14	F4	Repeat last formatting action: Apply previously applied Cell Formatting to a different Cell
15	Alt+H, AL	Align Left
16	Alt+H, AR	Align Right
17	Alt+H- AC	Align Cight
18	Alt+H, AT	Align Top
19	Alt+H, AM	Align Middle
20	Alt+H- AB	Align Bottom
21	Alt+H, W	Wrap or unwrap text (Home - Wrap Text)
21	Alt+H, H	Highlight Cell (change cell backgroudn color)
22	Alt+H, FC	Font Color
23	Alt+H, FS	Font Size
24	Alt+H, MM	Merge Cells - Merge
25	Alt+H, MU	Merge Cells - Unmerge
26	Alt+H, MC	Merge Cells - Merge and Center
27	Alt+H, MA	Merge Cells - Merge Across

8. Apply Basic Borders to Cells

Sr.No.	Shortcut Key	Description
01	Ctrl+Shift+7	Apply outline border from cell or selection
02	Ctrl+Shift+_	Remove outline borders from cell or selection
03	Alt+HB, O	Bottom Border
04	Alt+HB, P	Top Border
05	Alt+HB, R	Right Border
06	Alt+HB, L	Left Border
07	Alt+HB, A	All Borders
08	Alt+HB, A	Outside Borders

Sr.No.	Shortcut Key	Description
09	Alt+HB, N	No Border

9. Formulas

Sr.No.	Shortcut Key	Description
01	=	Start a formula
02	Alt+=	Insert the AutoSum formula
03	Shift+F3	Display the Insert Function dialog box
04	Ctrl+A	Display Formula Window after typing formula name
05	Ctrl+Shift+A	Insert Arguments in formula after typing formula name
06	Shift+F3	Insert a function into a formula
07	Ctrl+Shift+Enter	Enter a formula as an array formula
08	F4	After typing cell reference (eg =E4) makes reference absolute (=\$E\$4). Repeat if you want to toggle from absolute reference to partial or complete removal (\$E\$4 -> E\$4 -> \$E4 -> returning to E4).

10. Manage Multiple Worksheets

Sr.No.	Shortcut Key	Description
01	Ctrl+Page Down/Page Up	Move to the next / previous worksheet in current workbook
02	Shift+F11/Alt+Shift+F1	Insert a new worksheet in current workbook
03	Ctrl+Shift+Page Up / Page Down	Select the current and previous sheet / and next sheet in a workbook
04	Alt+O then H R	Rename current worksheet (format, sheet, rename)
05	Alt+E then L	Delete current worksheet (Edit, delete)
06	Alt+E then M	Move current worksheet (Edit, move)

11. Manage Multiple Workbooks

Sr.No.	Shortcut Key	Description
01	F6/Shift+F6	Move to the next pane / previous pane in a workbook that has been split
02	Ctrl+F4	Close the selected workbook window
03	Ctrl+N	Create a new blank workbook (Excel File)
04	Ctrl+Tab/Ctrl+Shift+Tab	
05	Alt+Space	Display the Control menu for Main Excel window
06	Ctrl+F9	Minimize current workbook window to an icon Also restores ('un-maximizes') all workbook windows
07	Ctrl+F10	Maximize or restores the selected workbook window
08	Ctrl+F7	Move Workbook Windows which are not maximized
09	Ctrl+F8	Perform size command for workbook windows which are not maximized
10	Alt+F4	Close Excel

12. Various Excel Features

Sr.No.	Shortcut Key	Description
01	Ctrl+O	Open File
02	Ctrl+S	Save the active file with its current file name, location, and file format
03	F12	Display the Save As dialog box
04	F10 (or alt)	Turn key tips on or off
05	Ctrl+P	Print File (Opens print menu)
06	F1	Display the Excel Help task pane
07	F7	Display the Spelling dialog box
08	Shift+F7	Display the Thesaurus dialog box
09	Alt+F8	Display the Macro dialog box
10	Alt+F11	Open the Visual Basic Editor to create Macros

13. Ribbon Shortcuts

Sr.No.	Shortcut Key	Description
01	Ctrl+F1	Minimize or restore the Ribbons
02	Space/Enter	Activate the selected command or control in the Ribbon, Open the selected menu or gallery in the Ribbon
03	Enter	Finish modifying a value in a control in the Ribbon, and move focus back to the document
04	F1	Get help on the selected command or control in the Ribbon (If no Help topic is associated with the selected command, the Help table of contents for that program is shown instead)

14. Pivot Tables

Sr.No.	Shortcut Key	Description
01	Arrow Keys	Navigate inside Pivot tables
02	Home/End	Select the first / last visible item in the list
03	Alt+C	Move the selected field into the Column area
04	Alt+D	Move the selected field into the Data area
05	Alt+L	Display the PivotTable Field dialog box
06	Alt+P	Move the selected field into the Page area
07	Alt+R	Move the selected field into the Row area
08	Ctrl+Shift+*	Select the entire PivotTable report
09	Enter	Display the selected item
10	Space	Select or clear a check box in the list
11	Ctrl+Tab/ Ctrl+Shift+Tab	Select the PivotTable toolbar

Sr.No.	Shortcut Key	Description
12	Enter then Arrow Down /Arrow Up	On a field button: select the area you want to move the selected field to
13	Alt+Shift+Arrow Right	Group selected PivotTable items
14	Alt+Shift+Arrow Left	Ungroup selected PivotTable items

15.Dialog Boxes

Sr.No.	Shortcut Key	Description
01	Arrow Keys	Move between options in the active drop-down list box or between some options in a group of options
02	Ctrl+Tab/Ctrl+Shift+Tab	Switch to the next/ previous tab in dialog box
03	Space	In a dialog box: perform the action for the selected button, or select/clear a check box
04	Tab/Shift+Tab	Move to the next / previous option
05	A..Z	Move to an option in a drop-down list box starting with the letter
06	Alt+A..Alt+Z	Select an option, or select or clear a check box
07	Alt+Arrow Down	Open the selected drop-down list box
08	Enter	Perform the action assigned to the default command button in the dialog box
09	Esc	Cancel the command and close the dialog box

16.Auto Filter

Sr.No.	Shortcut Key	Description
01	Alt+Arrow Down	On the field with column head, display the AutoFilter list for the current column
02	Arrow Down/Arrow Up	Select the next item / previous item in the AutoFilter list
03	Alt+Arrow Up	Close the AutoFilter list for the current column
04	Home/End	Select the first item / last item in the AutoFilter list
05	Enter	Filter the list by using the selected item in the AutoFilter list
06	Ctrl+Shift+L	Apply filter on selected column headings

17.Data Forms

Sr.No.	Shortcut Key	Description
01	Tab/Shift+Tab	Move to the next / previous field which can be edited
02	Enter/Shift+Enter	Move to the first field in the next / previous record
03	Page Down/Page Up	Move to the same field 10 records forward / back
04	Ctrl+Page Down	Move to a new record
05	Ctrl+Page Up	Move to the first record
06	Home/End	Move to the beginning / end of a field

18.Adjust Column Width and Row Height

Sr.No.	Shortcut Key	Description
01	Alt+HO, A	Format - Autoheight Row
02	Alt+HO, I	Format - Autowidth Column

19.Lesser Used Shortcuts

Sr.No.	Shortcut Key	Description
01	Ctrl+Shift+O	Select all cells with comments
02	Alt+Shift+Arrow Right	Group rows or columns
03	Alt+Shift+Arrow Left	Ungroup rows or columns
04	Ctrl+6	Alternate between hiding and displaying objects
05	Ctrl+8	Display or hides the outline symbols
06	Ctrl+6	Alternate between hiding objects, displaying objects, and displaying placeholders for objects
07	Alt+'	Display the Style dialog box
08	Ctrl+Shift+[+]	If data exists in clipboard: Display the Insert dialog box to insert blank cells
09	F9	Calculate all worksheets in all open workbooks
10	Shift+F9	Calculate the active worksheet
11	Ctrl+Alt+F9	Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation
12	Ctrl+Alt+Shift+F9	Recheck dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated
13	Ctrl+Shift+U	Toggle expand or collapse formula bar
14	Ctrl+F3	Define a name or dialog
15	Ctrl+Shift+F3	Create names from row and column labels
16	F3	Paste a defined name into a formula
17	Ctrl+T	Insert a table (display Create Table dialog box)
18	Alt+F1	Create and insert chart with data in current range as embedded Chart Object
19	F11	Create and insert chart with data in current range in a separate Chart sheet