General	Back To Index
Open help	F1
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Copy selection	Ctrl + C
Repeat last action	F4
Cut selection	Ctrl + X
Paste content from clipboard	Ctrl + V
Display the Paste Special dialog box	Ctrl + Alt + V
Display find and replace with Find tab selected	Ctrl + F
Display find and replace with Replace tab selected	Ctrl + H
Find previous match (after initial Find)	Ctrl + Shift + F4
Find next match (after initial Find)	Shift + F4
Insert embedded chart	Alt + F1
Insert chart in new sheet	F11
Toggle Autofilter	Ctrl + Shift + L
Activate filter	Alt + ↓
Create table	Ctrl + T
Select table row	Shift + Space
Select table column	Ctrl + Space
Select table (when active cell is in table)	Ctrl + A
Clear slicer filter	Alt + C
Run Spellcheck	F7

General - Continued	
Open Thesaurus	`Shift` + `F7`
Open Macro dialog box	`Alt` + `F8`
Open VBA Editor	`Alt` + `F11`
Duplicate object	`Ctrl` + `D`
Snap to grid (whilst dragging)	`Alt`
Hide or show objects	`Ctrl` + `6`
Open Modify Cell Style dialog box	`Alt` + `'`
Show right-click menu	`Shift` + `F10`
Display control menu	`Alt` `Space`

Worksheet	
Insert new worksheet	`Shift` + `F11`
Go to next worksheet	`Ctrl` + `PgDn`
Go to previous worksheet	`Ctrl` + `PgUp`
Rename current worksheet	`Alt` + `O` , `H` `R`
Delete current worksheet	`Alt` + `E` , `L`
Move current worksheet	`Alt` + `E` , `M`
Move between the worksheet, Ribbon, task pane and zoom controls in a worksheet that has been split	`F6` OR `Shift` + `F6`
Select adjacent worksheets	`Ctrl` + `Shift` + `PgUp/PgDn`
Select non-adjacent worksheets	`Ctrl` + `Click`
Toggle scroll lock	`ScrLk`
Toggle full screen	`Ctrl` + `Shift` + `F1`

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Worksheet - Continued	
Print	**Ctrl** + **P**
Open print preview window	**Ctrl** + **F2**
Set print area	**Alt** + **P** , **R** **S**
Clear print area	**Alt** + **P** , **R** **C**
Zoom in	**Ctrl** + **Mouse Wheel Up**
Zoom out	**Ctrl** + **Mouse Wheel Down**
Protect sheet	**Alt** + **R** , **P** **S**

Workbook	
Create new workbook	**Ctrl** + **N**
Open workbook	**Ctrl** + **O**
Save workbook	**Ctrl** + **S**
Save as	**F12**
Go to next workbook	**Ctrl** + **Tab**
Go to previous workbook	**Ctrl** + **Shift** + **Tab**
Minimize current workbook window	**Ctrl** + **F9**
Maximize current workbook window	**Ctrl** + **F10**
Protect workbook	**Alt** + **R** , **P** **W**
Close current workbook	**Ctrl** + **F4**
Close Excel	**Alt** + **F4**

Ribbon	Back To Index
Expand or collapse ribbon	Ctrl + F1
Activate access keys	Alt
Move through Ribbon tabs and groups	→ ← ↑ ↓
Activate or open selected control	Space OR Enter
Confirm control change	Enter
Get help on selected control	F1

Drag and Drop (After Selecting Cells)	Back To Index
Drag and cut	Drag
Drag and copy	Ctrl + Drag
Drag and insert	Shift + Drag
Drag and insert copy	Ctrl + Shift + Drag
Drag to worksheet	Alt + Drag
Drag to duplicate worksheet	Ctrl + Drag

Navigation	
Move one cell right	`→`
Move one cell left	`←`
Move one cell up	`↑`
Move one cell down	`↓`
Move one screen right	`Alt` + `PgDn`
Move one screen left	`Alt` + `PgUp`
Move one screen up	`PgUp`
Move one screen down	`PgDn`
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 data region	`Ctrl` + `↓`
Move to beginning of row	`Home`
Move to last cell in worksheet that contains data	`Ctrl` + `End`
Move to first cell in worksheet	`Ctrl` + `Home`
Turn End mode on	`End`

Active Cell	Back To Index
Select active cell (when multiple cells already selected)	**Shift** + **Backspace**
Show the active cell on worksheet	**Ctrl** + **Backspace**
Move active cell clockwise to corners of selection	**Ctrl** + **.**
Move active cell down in selection - wrap to next column	**Enter**
Move active cell up in selection - wrap to previous column	**Shift** + **Enter**
Move active cell right in a selection - wrap to next row	**Tab**
Move active cell left in a selection - wrap to previous row	**Shift** + **Tab**

Selection	Back To Index
Select entire row	**Shift** + **Space**
Select entire column	**Ctrl** + **Space**
Select current region if worksheet contains data. Press again to select current region and summary rows. Press again to select entire worksheet.	**Ctrl** + **A**
Expand selection	**Shift** + **Click**
Add non-adjacent cells to selection	**Ctrl** + **Click**
Move right between non-adjacent selections	**Ctrl** + **Alt** + **→**
Move left between non-adjacent selections	**Ctrl** + **Alt** + **←**
Toggle 'Add to Selection' mode	**Shift** + **F8**
Exit 'Add to Selection' mode	**Esc**

Extend Selection	
Extend selection right	`Shift` + `→`
Extend selection left	`Shift` + `←`
Extend selection up	`Shift` + `↑`
Extend selection down	`Shift` + `↓`
Extend the selection to the last cell on the right that contains data, or to the next cell that contains data, or to the last column	`Ctrl` + `Shift` + `→`
Extend the selection to the last cell on the left that contains data, or to the next cell that contains data, or to the first column	`Ctrl` + `Shift` + `←`
Extend the selection to the last cell up that contains data, or to the next cell that contains data, or to the first row	`Ctrl` + `Shift` + `↑`
Extend the selection to the last cell down that contains data, or to the next cell that contains data, or to the last row	`Ctrl` + `Shift` + `↓`
Extend selection up one screen	`Shift` + `PgUp`
Extend selection down one screen	`Shift` + `PgDn`
Extend selection right one screen	`Alt` + `Shift` + `PgDn`
Extend selection left one screen	`Alt` + `Shift` + `PgUp`
Extend selection to start of row(s)	`Shift` + `Home`
Extend selection to first cell in worksheet	`Ctrl` + `Shift` + `Home`
Extend selection to last cell in worksheet	`Ctrl` + `Shift` + `End`
Toggle 'Extend Selection' mode	`F8`
Cancel 'Extend Selection' mode	`Esc`

Select Special	Back To Index
Display 'Go To' dialog box	**Ctrl** + **G** OR **F5**
Select cells with comments	**Ctrl** + **Shift** + **O**
Select current region around active cell	**Ctrl** + **Shift** + *****
Select current region	**Ctrl** + **A**
Select direct precedents	**Ctrl** + **[**
Select all precedents	**Ctrl** + **Shift** + **{**
Select direct dependents	**Ctrl** + **]**
Select all dependents	**Ctrl** + **Shift** + **}**
Select visible cells only	**Alt** + **;**

Cell Edit Mode	Back To Index
Edit the active cell	**F2**
Insert or edit comment	**Shift** + **F2**
Delete comment	**Shift** + **F10** , **M**
Cancel editing	**Esc**
Select one character right	**Shift** + **→**
Select one character left	**Shift** + **←**
Move one word right	**Ctrl** + **→**
Move one word left	**Ctrl** + **←**
Select one word right	**Ctrl** + **Shift** + **→**
Select one word left	**Ctrl** + **Shift** + **←**
Select to beginning of cell	**Shift** + **Home**
Select to end of cell	**Shift** + **End**

Cell Edit Mode - Continued	
Delete to end of line	Ctrl + Delete
Delete character to left of cursor	Backspace
Delete character to right of cursor	Delete
Start a new line in the same cell	Alt + Enter

Entering Data	
Enter data and move down	Enter
Enter data and move up	Shift + Enter
Enter data and move right	Tab
Enter data and move left	Shift + Tab
Enter data and stay in same cell	Ctrl + Enter
Enter same data in multiple cells (after copying, then selecting cells)	Enter
Insert current date	Ctrl + ;
Insert current time	Ctrl + Shift + :
Fill down from cell above	Ctrl + D
Fill right from cell on left	Ctrl + R
Copy formula from cell above (formula is exact copy)	Ctrl + '
Copy value from cell above	Ctrl + Shift + "
Insert hyperlink	Ctrl + K
Display AutoComplete list	Alt + ↓
Flash fill	Ctrl + E

Formatting	
Format cells	`Ctrl` + `1`
Display Format Cells with Font tab selected	`Ctrl` + `Shift` + `F`
Apply or remove bold	`Ctrl` + `B`
Apply or remove italics	`Ctrl` + `I`
Apply or remove underscore	`Ctrl` + `U`
Apply or remove strikethrough	`Ctrl` + `5`
Align center	`Alt` + `H` , `A` `C`
Align left	`Alt` + `H` , `A` `L`
Align right	`Alt` + `H` , `A` `R`
Indent	`Alt` + `H` , `6`
Remove indent	`Alt` + `H` , `5`
Wrap text	`Alt` + `H` , `W`
Align top	`Alt` + `H` , `A` `T`
Align middle	`Alt` + `H` , `A` `M`
Align bottom	`Alt` + `H` , `A` `B`
Increase font size one step	`Alt` + `H` , `F` `G`
Decrease font size one step	`Alt` + `H` , `F` `K`

Number Formatting	
Apply general format	**Ctrl** + **Shift** + **~**
Apply number format	**Ctrl** + **Shift** + **!**
Apply time format	**Ctrl** + **Shift** + **@**
Apply date format	**Ctrl** + **Shift** + **#**
Apply currency format	**Ctrl** + **Shift** + **$**
Apply percentage format	**Ctrl** + **Shift** + **%**
Apply scientific format	**Ctrl** + **Shift** + **^**

Borders	
Open list of border styles from Ribbon	**Alt** + **H** , **B**
Add border around selected cells	**Ctrl** + **Shift** + **&**
Add or remove right border	**Alt** + **H** , **B** **R**
Add or remove left border	**Alt** + **H** , **B** **L**
Add or remove top border	**Alt** + **H** , **B** **P**
Add or remove bottom border	**Alt** + **H** , **B** **O**
Add all borders to all cells in selection	**Alt** + **H** , **B** **A**
Remove borders	**Ctrl** + **Shift** + **-**

Formulas	
Begin entering a formula	`=` OR `+`
Toggle absolute and relative references (in cell edit mode)	`F4`
Open the Insert Function Dialog Box	`Shift` + `F3`
Autosum	`Alt` + `=`
Toggle displaying formulas on and off	`Ctrl` + `` ` ``
Insert function arguments	`Ctrl` + `Shift` + `A`
Enter array formula	`Ctrl` + `Shift` + `Enter`
Calculate worksheets	`F9`
Calculate active worksheet	`Shift` + `F9`
Force calculate all worksheets	`Ctrl` + `Alt` + `F9`
Evaluate part of a formula (in cell edit mode)	`F9`
Expand or collapse the formula bar	`Ctrl` + `Shift` + `U`
Display function arguments dialog box	`Ctrl` + `A`
Open Name Manager	`Ctrl` + `F3`
Create name from values in row(s)/column(s)	`Ctrl` + `Shift` + `F3`
Paste name into formula	`F3`
Accept function with auto-complete	`Tab`

Rows and Columns	
Display Insert Dialog box	**Ctrl** + **+**
Insert selected number of rows	**Ctrl** + **+**
Insert selected number of columns	**Ctrl** + **+**
Display Delete dialog box	**Ctrl** + **-**
Delete selected number of rows	**Ctrl** + **-**
Delete selected number of columns	**Ctrl** + **-**
Delete contents of selected cells	**Delete**
Hide columns	**Ctrl** + **0**
Hide rows	**Ctrl** + **9**
Unhide rows	**Ctrl** + **Shift** + **9**
Group rows or columns (with rows/columns selected)	**Alt** + **Shift** + **→**
Ungroup rows or columns (with rows/columns selected)	**Alt** + **Shift** + **←**
Open Group Dialog Box (no rows/cols selected)	**Alt** + **Shift** + **→**
Open Ungroup Dialog Box	**Alt** + **Shift** + **←**
Hide or show outline symbols	**Ctrl** + **8**

Pivot Tables	Back To Index
Create pivot table	`Alt` + `N` , `V`
Select entire pivot table	`Ctrl` + `A`
Group pivot table items	`Alt` + `Shift` + `→`
Ungroup pivot table items	`Alt` + `Shift` + `←`
Hide (filter out) pivot table item	`Ctrl` + `-`
Unhide (clear filter on) pivot table item	`Alt` + `H` , `S` `C`
Insert pivot chart	`Alt` + `N` , `S` `Z` `C`

Dialog Boxes	Back To Index
Move to next control	`Tab`
Move to previous control	`Shift` + `Tab`
Move to next tab	`Ctrl` + `Tab`
Move to previous tab	`Ctrl` + `Shift` + `Tab`
Accept and apply	`Enter`
Check and uncheck box	`Space`
Cancel and close the dialog box	`Esc`