

Access keys for ribbon tabs in Excel

Alt+Q

Tell me or Search field

Alt+F

Open the **File** menu

Alt+H

Open the **Home** tab

Alt+N

Open the **Insert** tab

Alt+P

Open the **Page Layout** tab

Alt+M

Open the **Formulas** tab

Alt+A

Open the **Data** tab

Alt+R

Open the **Review** tab

Alt+W

Open the **View** tab

Function Keys in Excel

F1

Help

Ctrl+F1

Hide Ribbon

Ctrl+Shift+F1

Hide Ribbon with Tabs

Alt+F1

Embedded Chart

Alt+Shift+F1

Create New Worksheet

F2

Edit Cell

Shift+F2

Insert Comment/Note

Ctrl+F2

Print Preview

F3

Paste Name dialog box

Shift+F3

Insert Function Dialogbox

F4

Repeats the last action

Ctrl+F4

Closes the selected workbook window

Alt+F4

Closes Excel

F5

Go To dialog box

Ctrl+F5

Restores the window size

F6

Shift+F6

Switches Zoom controls, task pane, and ribbon

F7

Opens the Spelling dialog box

Alt+Shift+F7

Opens Translator dialog box

F8

Alt+F8

Opens Macro dialog box

F9

Refresh Numbers

Ctrl+F9

Minimizes a workbook window to an icon

F10

Ctrl+F10

Maximizes+Minimizes selected window

F11

Creates a chart of the data

Shift+F11

Inserts a new worksheet

Alt+F11

Opens Visual Basic

F12

Displays the Save As dialog box

File

Ctrl+N

Create New Workbook

Ctrl+O

Open Workbook

Ctrl+S

Save Workbook

F12

Save As Workbook

Ctrl+P

Print File

Ctrl+F2

Print Preview Window

Ctrl+F4

Close Current Window

Alt+F4

Close Excel

Ribbon

Ctrl+F1

Expand and collapse ribbon

Alt

Activate access keys

Tab

Move the next control

Space

Activate or selected control

Enter

Accept and apply

F1

Get help

General

Ctrl+Z

Undo last action

Ctrl+Y

Redo last action

Ctrl+C

Copy selected cells

Ctrl+X

Cut selected cells

Ctrl+V

Paste content from clipboard

Ctrl+Alt+V

Display paste special

Ctrl+F

Display find and replace dialogbox

Ctrl+H

Display find and replace dialogbox

Alt+F1

Create embeded chart

F11

Create chart new in worksheet

Ctrl+Shift+L

Apply filter

Ctrl+Down Arrow

Activate filter

Ctrl+T

Insert table

Shift+Spacebar

Select table row

Ctrl+Spacebar

Select table column

Ctrl+A

Select all

Navigation

Right Arrow

Move one cell right

Left Arrow

Move one cell left

Up Arrow

Move one cell up

Down Arrow

Move one cell down

Alt+Page Down

Move one screen right

Alt+Page Up

Move one screen left

Page Up

Move one screen up

Page Down

Move one screen down

Ctrl+Right Arrow

Move to right edge of a data region

Ctrl+Left Arrow

Move to left edge of a data region

Ctrl+Up Arrow

Move to top edge of a data region

Ctrl+Down Arrow

Move to bottom edge of a data region

Home

Move to beginning of row

Ctrl+End

Move to last cell in worksheet

Ctrl+Home

Move to first cell in worksheet

Selection

Shift+Spacebar

Select entire row

Ctrl+Spacebar

Select entire column

Ctrl+A

Select entire worksheet

Shift+ ↑

Add adjacent cells to selection

Ctrl+ ↑

Add non-adjacent cells to selection

Shift+F8

Toggle add to selection to mode

Esc

Cancel selection

Active cells

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

Select Special

Ctrl+G

Go to dialogbox

Ctrl+Shift+O

Select cells with comments

Ctrl+Shift+*

Select current region

Esc

Cancel entry

Shift+Right Arrow

Select one character right

Shift+Down Arrow

Select one character left

Ctrl+Right Arrow

Move one word right

Ctrl+Left Arrow

Move one word left

Ctrl+Shift+Right Arrow

Select one word right

Ctrl+Shift+Left Arrow

Select one word left

Backspace

Delete character to the left cursor

Delete

Delete character

Formatting

Ctrl+1

Format (almost) anything

Ctrl+Shift+F

Display format cells font tab

F4

Apply format again

Ctrl+@

Bold

Ctrl+#

Italic

Ctrl+\$

Underline

Ctrl+%

Strikethrough

Alt+H+A+C

Align center

Alt+H+A+L

Align left

Alt+H+A+R

Align right

Number Formatting

Ctrl+Shift+~

Apply general format

Ctrl+Shift+\$

Apply currency format

Ctrl+Shift+%

Apply percentage format

Ctrl+Shift+^

Apply scientific format

Ctrl+Shift+#

Apply date format

Ctrl+Shift+@

Apply time format

Ctrl+Shift+!

Apply number format

Formulas

F4

Relative reference

Shift+F3

Insert function

Alt+=

Autosome

Ctrl+`

Formulas on and off

Ctrl+Shift+Enter

Enter array formula

F9

Referesh formula

Ctrl+F3

Define name

Ctrl+Shift+F3

Define name from label

F3

Paste name into formula

Grid Operations

Ctrl++

Insert row

Ctrl++

Insert column

Ctrl+-

Delete row

Ctrl+-

Delete column

Ctrl+9

Hide Row

Ctrl+Shift+9

Unhide Row

Ctrl+0

Hide column

Ctrl+Shift+0

Unhide column

Workbook

Shift+F11

Insert new workbook

Alt+H+C+P

Copy as picture

Ctrl+Page Down

Go to next worksheet

Ctrl+Page Up

Go to previous worksheet

F6

Move to next pane

Shift+F6

Move to previous pane

Ctrl+F9

Minimize current workbook window

Ctrl+F10

Maximize current workbook window

Other Keys

F7

Open spelling dialogbox

Shift+F7

Open thesarus dialogbox

Alt+F8

Open Macro dialogbox

Alt+F11

Open VBA editor

Ctrl+D

Duplicate object

Ctrl+6

Hide or show objects

Ctrl+Shift+Arrows

Height object

Shift+F10

Display shortcut menu

Alt+Space

Display control menu