

EXCEL Shortcuts Bible

Excel 2013 / 2016

Shortcut Keys

Key	Description
CTRL+PgUp	Switches between worksheet tabs, from left-to-right.
CTRL+PgDn	Switches between worksheet tabs, from right-to-left.
CTRL+SHIFT+(Unhides any hidden rows within the selection.
CTRL+SHIFT+)	Unhides any hidden columns within the selection.
CTRL+SHIFT+&	Applies the outline border to the selected cells.
CTRL+SHIFT_	Removes the outline border from the selected cells.
CTRL+SHIFT+~	Applies the General number format.
CTRL+SHIFT+\$	Applies the Currency format with two decimal places (negative numbers in parentheses).
CTRL+SHIFT+%	Applies the Percentage format with no decimal places.
CTRL+SHIFT+^	Applies the Exponential number format with two decimal places.
CTRL+SHIFT+#	Applies the Date format with the day, month, and year.
CTRL+SHIFT+@	Applies the Time format with the hour and minute, and AM or PM.
CTRL+SHIFT+!	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
CTRL+SHIFT+*	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.
CTRL+SHIFT+:	Enters the current time.
CTRL+SHIFT+"	Copies the value from the cell above the active cell into the cell or the Formula Bar.
CTRL+SHIFT+Plus (+)	Displays the Insert dialog box to insert blank cells.
CTRL+SHIFT+=	Insert Row / Column (if entire row/column is selected otherwise it displays Insert dialog box)
CTRL+Minus (-)	Displays the Delete dialog box to delete the selected cells. If entire row(s) / column(s) is selected, it deletes them.
CTRL+SHIFT+L	Applies / removes filter
CTRL+;	Enters the current date.
CTRL+~	Alternates between displaying cell values and displaying formulas in the worksheet.
CTRL+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
CTRL+1	Displays the Format Cells dialog box.
CTRL+2	Applies or removes bold formatting.
CTRL+3	Applies or removes italic formatting.
CTRL+4	Applies or removes underlining.
CTRL+5	Applies or removes strikethrough.
CTRL+6	Alternates between hiding objects, displaying objects, and displaying placeholders for objects.
CTRL+8	Displays or hides the outline symbols.
CTRL+9	Hides the selected rows.
CTRL+0	Hides the selected columns.
CTRL+A	Selects the entire worksheet.

	<p>If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the current region and its summary rows. Pressing CTRL+A a third time selects the entire worksheet.</p> <p>When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box.</p> <p>CTRL+SHIFT+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.</p>
CTRL+B	Applies or removes bold formatting.
CTRL+C	<p>Copies the selected cells.</p> <p>CTRL+C followed by another CTRL+C displays the Clipboard.</p>
CTRL+D	Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.
CTRL+E	Flash Fill
CTRL+F	<p>Displays the Find and Replace dialog box, with the Find tab selected.</p> <p>SHIFT+F5 also displays this tab, while SHIFT+F4 repeats the last Find action.</p> <p>CTRL+SHIFT+F opens the Format Cells dialog box with the Font tab selected.</p>
CTRL+G	<p>Displays the Go To dialog box.</p> <p>F5 also displays this dialog box.</p>
CTRL+H	Displays the Find and Replace dialog box, with the Replace tab selected.
CTRL+I	Applies or removes italic formatting.
CTRL+K	Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.
CTRL+N	Creates a new, blank workbook.
CTRL+O	<p>Displays the Open dialog box to open or find a file.</p> <p>CTRL+SHIFT+O selects all cells that contain comments.</p>
CTRL+P	<p>Displays the Print dialog box.</p> <p>CTRL+SHIFT+P opens the Format Cells dialog box with the Font tab selected.</p>
CTRL+R	Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.
CTRL+S	Saves the active file with its current file name, location, and file format.
CTRL+T	Displays the Create Table dialog box.
CTRL+U	<p>Applies or removes underlining.</p> <p>CTRL+SHIFT+U switches between expanding and collapsing of the formula bar.</p>
CTRL+V	<p>Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you have cut or copied an object, text, or cell contents.</p> <p>CTRL+ALT+V displays the Paste Special dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.</p>
CTRL+W	Closes the selected workbook window.
CTRL+X	Cuts the selected cells.

CTRL+Y	Repeats the last command or action, if possible.
CTRL+Z	Uses the Undo command to reverse the last command or to delete the last entry that you typed. CTRL+SHIFT+Z uses the Undo or Redo command to reverse or restore the last automatic correction when AutoCorrect Smart Tags are displayed.

Function keys

Key	Description
F1	Displays the Microsoft Office Excel Help task pane. CTRL+F1 displays or hides the Ribbon, a component of the Microsoft Office Fluent user interface. ALT+F1 creates a chart of the data in the current range. ALT+SHIFT+F1 inserts a new worksheet.
F2	Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off. SHIFT+F2 adds or edits a cell comment. CTRL+F2 displays the Print Preview window. ALT+F2 displays the Save As dialog box.
F3	Displays the Paste Name dialog box. SHIFT+F3 displays the Insert Function dialog box. CTRL+F3 displays Name Manager box. CTRL+SHIFT+F3 displays the Create Name from Selection Box.
F4	Repeats the last command or action, if possible. When a cell reference or range is selected in a formula, F4 cycles through the various combinations of absolute and relative references. CTRL+F4 closes the selected workbook window.
F5	Displays the Go To dialog box. CTRL+F5 restores the window size of the selected workbook window. CTRL+ALT+F5 refresh all links
F6	Switches between the worksheet, Ribbon, task pane, and Zoom controls. In a worksheet that has been split (View menu, Manage This Window, Freeze Panes, Split Window command), F6 includes the split panes when switching between panes and the Ribbon area. SHIFT+F6 switches between the worksheet, Zoom controls, task pane, and Ribbon. CTRL+F6 switches to the next workbook window when more than one workbook window is open.
F7	Displays the Spelling dialog box to check spelling in the active worksheet or selected range. CTRL+F7 performs the Move command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press ENTER, or ESC to cancel.
F8	Turns extend mode on or off. In extend mode, Extended Selection appears in the status line, and the arrow keys extend the selection.

SHIFT+F8 enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys.

CTRL+F8 performs the **Size** command (on the **Control** menu for the workbook window) when a workbook is not maximized.

ALT+F8 displays the **Macro** dialog box to create, run, edit, or delete a macro.

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- F9** Calculates all worksheets in all open workbooks.
SHIFT+F9 calculates the active worksheet.
CTRL+ALT+F9 calculates 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.
CTRL+F9 minimizes a workbook window to an icon.
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- F10** Turns key tips on or off.
SHIFT+F10 displays the shortcut menu for a selected item.
ALT+SHIFT+F10 displays the menu or message for a smart tag. If more than one smart tag is present, it switches to the next smart tag and displays its menu or message.
CTRL+F10 maximizes or restores the selected workbook window.
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- F11** Creates a chart of the data in the current range.
SHIFT+F11 inserts a new worksheet.
ALT+F11 opens the Microsoft Visual Basic Editor, in which you can create a macro by using Visual Basic for Applications (VBA).
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- F12** Displays the **Save As** dialog box.
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Additional ALT Shortcut Keys

Key	Description
ALT	Displays Keys which can be pressed in combination with ALT
ALT+I+R	Insert Row
ALT+I+C	Insert Column
ALT+Space Bar	Control box in top left corner
ALT+=	Autosum

FILE TAB ALT KEYS

ALT+F+I	Displays Info
ALT+F+I+G	Displays location (file path) options
ALT+F+I+P	Protect workbook options
ALT+F+I+I	Inspect workbook options
ALT+F+I+R	Manage versions options
ALT+F+I+A	Browser view options
ALT+F+I+Q+S	Document properties options
ALT+F+I+S+1	Add a title
ALT+F+I+S+2	Add a tag

ALT+F+I+S+3	Add a category
ALT+F+I+O+1	Displays current author
ALT+F+I+O+2	Add author no. 2
ALT+F+I+O+3	Add an author no. 3
ALT+F+I+O+4	Add an author no. 4
ALT+F+I+O+5	Displays last modified by author
ALT+F+I+U+1	Open file location
ALT+F+I+Q+P	Toggles between show all or limited properties
ALT+F+N	Displays New
ALT+F+N+S	Search online templates
ALT+F+N+U+1	Search business templates
ALT+F+N+U+1	Search personal templates
ALT+F+N+U+1	Search industry templates
ALT+F+N+U+1	Search financial management templates
ALT+F+N+U+1	Search logs templates
ALT+F+N+U+1	Search calculator templates
ALT+F+N+U+7	Search lists templates
ALT+F+N+F	Displays featured templates
ALT+F+N+E	Displays personal templates
ALT+F+N+M+1	Welcome to Excel tour
ALT+F+N+M+2	Cashflow template (2016)
ALT+F+N+M+3	Stock symbols comparison template (2016)
ALT+F+N+M+4	Calendar insights (2016)
ALT+F+N+Z+1	Travel expense calculator template
ALT+F+N+Z+2	Project to do list template
ALT+F+N+Z+3	Inventory list template
ALT+F+N+Z+4	Loan comparison calculator template
ALT+F+N+Z+5	Personal expenses calculator template
ALT+F+N+Z+6	Family budget (monthly) template
ALT+F+N+Z+7	To do list template
ALT+F+N+Z+8	Sales invoice tracker template
ALT+F+N+Z+9	Student schedule template
ALT+F+N+Z+A	D&B business verification template
ALT+F+N+Z+B	Home inventory template
ALT+F+N+Z+C	Generic logbook template
ALT+F+N+Z+D	Profit loss statement template
ALT+F+N+Z+E	Student attendance record template
ALT+F+N+Z+F	Wedding budget template
ALT+F+N+Z+G	Employee attendance tracker template
ALT+F+N+Z+H	Expense trends budget template
ALT+F+N+Z+I	Project tracker template
ALT+F+N+Z+J	Simple monthly budget template
ALT+F+N+Z+K	Gantt project planner template
ALT+F+N+Z+L	Vacations items checklist template
ALT+F+N+Z+M	Warehouse inventory template
ALT+F+N+Z+N	Monthly college budget template
ALT+F+N+Z+O	Calorie amortization schedule template
ALT+F+N+Z+P	Employee absence schedule template
ALT+F+N+L	New blank workbook

ALT+F+O	Displays Open
ALT+F+O+R	Recent workbooks
ALT+F+O+K	Open from One drive
ALT+F+O+C	Open from Computer
ALT+F+O+A	Add a place
ALT+F+O+Numbers (1 to ..)	Opens a file in Recent workbooks
ALT+F+S	Save As to Computer
ALT+F+A	Displays Save As
ALT+F+A+K	Save As to One drive
ALT+F+A+C	Save As to Computer
ALT+F+A+A	Add a place for Save As
ALT+F+A+Numbers (1 to ..)	Save As to Recent Folders
ALT+F+A+B	Browse for Save As
ALT+F+P	Displays Print
ALT+F+P+P	Print to default printer for printing
ALT+F+P+N	Number of copies for printing
ALT+F+P+I	Displays all printers for printing
ALT+F+P+A	Displays settings for printing sheets / workbooks
ALT+F+P+H	From page for printing
ALT+F+P+J	To page for printing
ALT+F+P+C	Collated
ALT+F+P+O	Portrait / Landscape orientation
ALT+F+P+L	For choosing the paper type like Letter, A4
ALT+F+P+M	For choosing page margins
ALT+F+P+S	For choosing page scaling
ALT+F+P+G	Page setup
ALT+F+P+T	For choosing page number in Page Preview
ALT+F+H+S	Share - Invite people
ALT+F+H+E	Share - Displays e mail options
ALT+F+H+Y1	Share - Bluetooth
ALT+F+H+C	Save As
ALT+F+E+P+A	Export as PDF/XPS
ALT+F+E+A	Export as PDF/XPS (Same as above)
ALT+F+E+C+Q+A	Save as .xlsx
ALT+F+E+C+L+A	Save as .xls
ALT+F+E+C+O+A	Save as .ods
ALT+F+E+C+T+A	Save as .xltx
ALT+F+E+C+M+A	Save as .xlsm
ALT+F+E+C+R+A	Save as .xlsb
ALT+F+E+C+X+A	Save as .txt
ALT+F+E+C+D+A	Save as .csv
ALT+F+E+C+F+A	Save as .prn
ALT+F+E+C+V+A	Save as Another File Type
ALT+F+D	Displays Account
ALT+F+D+Y1	Change your office theme
ALT+F+D+Y2	Change your product key
ALT+F+D+S	Sign in to Excel
ALT+F+D+L	Show additional licensing information
ALT+F+D+A	Display About Excel

ALT+F+T

Display Excel Options

HOME TAB ALT KEYS

ALT+H+X	Cut
ALT+H+C	Copy
ALT+H+F+P	Format Painter
ALT+H+F+O	Open clipboard
ALT+H+F+F	Choose font type
ALT+H+F+S	Choose font size
ALT+H+F+G	Increase font size
ALT+H+F+K	Decrease font size
ALT+H+0	Increase decimal
ALT+H+1	Apply / remove Bold formatting
ALT+H+2	Apply / remove Italics formatting
ALT+H+3	Apply / remove Underline formatting
ALT+H+4	Decrease indent
ALT+H+5	Increase indent
ALT+H+9	Decrease decimal
ALT+H+B+O	Apply bottom border
ALT+H+ B+P	Apply top border
ALT+H+ B+L	Apply left border
ALT+H+ B+R	Apply right border
ALT+H+ B+N	Apply no border
ALT+H+ B+A	Apply all border
ALT+H+ B+S	Apply outside border
ALT+H+ B+T	Apply thick box border
ALT+H+ B+B	Apply bottom double border
ALT+H+ B+H	Apply thick bottom border
ALT+H+ B+D	Apply top and bottom border
ALT+H+ B+C	Apply top and thick bottom border
ALT+H+ B+U	Apply top and double bottom border
ALT+H+ B+W	Draw border
ALT+H+ B+G	Draw border grid
ALT+H+ B+E	Erase border
ALT+H+ B+I	Line color
ALT+H+ B+I+M	More colors under Line color
ALT+H+ B+Y	Line style
ALT+H+ B+M	More borders
ALT+H+H	Fill color
ALT+H+H+N	No fill for Fill color
ALT+H+H+M	More color for Fill color
ALT+H+F+C	Font color
ALT+H+F+C+M	More color for Font color
ALT+H+F+N	Format cells dialog box with Font tab
ALT+H+A+T	Top align
ALT+H+A+M	Middle align
ALT+H+A+B	Bottom align
ALT+H+A+L	Left align

ALT+H+A+C	Center align
ALT+H+A+R	Right align
ALT+H+F+Q	Orientation
ALT+H+F+Q+O	Orientation – Angle counterclockwise
ALT+H+F+Q+L	Orientation – Angle clockwise
ALT+H+F+Q+V	Orientation – Vertical text
ALT+H+F+Q+U	Orientation – Rotate text up
ALT+H+F+Q+D	Orientation – Rotate text down
ALT+H+F+Q+M	Orientation – Format cell dialog box with Alignment tab
ALT+H+W	Wrap text
ALT+H+M	Merge & Center
ALT+H+M+C	Merge & Center – Merge & center
ALT+H+M+A	Merge & Center – Merge across
ALT+H+M+M	Merge & Center – Merge cells
ALT+H+M+U	Merge & Center – Unmerge cells
ALT+H+N	Choose number format
ALT+H+F+A	Format cell dialog box with Alignment tab
ALT+H+A+N	Accounting number format
ALT+H+A+N+M	Choose more Accounting number format
ALT+H+P	Applies the Percentage format with no decimal places
ALT+H+K	Applies the Accounting format
ALT+H+F+M	Format cell dialog box with Number tab
ALT+H+L+	Conditional formatting
ALT+H+L+H	Conditional formatting - Highlight cell rules
ALT+H+L+H+G	Conditional formatting - Highlight cell rules – Greater than
ALT+H+L+H+L	Conditional formatting - Highlight cell rules – Less than
ALT+H+L+H+B	Conditional formatting - Highlight cell rules – Between
ALT+H+L+H+E	Conditional formatting - Highlight cell rules – Equal to
ALT+H+L+H+T	Conditional formatting - Highlight cell rules – Text that contains
ALT+H+L+H+A	Conditional formatting - Highlight cell rules – A date occurring
ALT+H+L+H+D	Conditional formatting - Highlight cell rules – Duplicate values
ALT+H+L+H+M	Conditional formatting - Highlight cell rules – More rules
ALT+H+L+T	Conditional formatting – Top / Bottom rule
ALT+H+L+T+T	Conditional formatting – Top / Bottom rule – Top 10 items
ALT+H+L+T+P	Conditional formatting – Top / Bottom rule – Top 10%
ALT+H+L+T+B	Conditional formatting – Top / Bottom rule – Bottom 10 items
ALT+H+L+T+O	Conditional formatting – Top / Bottom rule – Bottom 10%
ALT+H+L+T+A	Conditional formatting – Top / Bottom rule – Above average
ALT+H+L+T+V	Conditional formatting – Top / Bottom rule – Below average
ALT+H+L+T+M	Conditional formatting – Top / Bottom rule – More rules
ALT+H+L+D	Conditional formatting – Data bars
ALT+H+L+D+M	Conditional formatting – Data bars – More rules
ALT+H+L+S	Conditional formatting – Color scales
ALT+H+L+S+M	Conditional formatting – Color scales – More rules
ALT+H+L+I	Conditional formatting – Icon sets
ALT+H+L+I+M	Conditional formatting – Icon sets – More rules
ALT+H+L+N	Conditional formatting – New rule
ALT+H+L+C	Conditional formatting – Clear rules

ALT+H+L+C+S	Conditional formatting – Clear rules – Clear rules from selected cells
ALT+H+L+C+E	Conditional formatting – Clear rules – Clear rules from entire sheet
ALT+H+L+R	Conditional formatting – Manage rules
ALT+H+T	Format as table
ALT+H+T+N	Format as table – New table style
ALT+H+T+P	Format as table – New pivot table style
ALT+H+J	Cell styles
ALT+H+J+N	Cell styles – New cell style
ALT+H+J+M	Cell styles – Merge styles
ALT+H+I	Insert
ALT+H+I+	Insert – Insert cells
ALT+H+I+	Insert – Insert sheet rows
ALT+H+I+	Insert – Insert sheet columns
ALT+H+I+	Insert – Insert sheet
ALT+H+D	Delete
ALT+H+D+	Delete – Delete cells
ALT+H+D+	Delete – Delete sheet rows
ALT+H+D+	Delete – Delete sheet columns
ALT+H+D+	Delete – Delete sheet
ALT+H+O	Format
ALT+H+O+H	Format – Row height
ALT+H+O+A	Format – Autofit row height
ALT+H+O+W	Format – Column width
ALT+H+O+I	Format – Autofit column width
ALT+H+O+D	Format – Default width
ALT+H+O+U	Format – Hide / Unhide
ALT+H+O+U+R	Format - Hide / Unhide – Hide rows
ALT+H+O+U+C	Format - Hide / Unhide – Hide columns
ALT+H+O+U+S	Format - Hide / Unhide – Hide Sheet
ALT+H+O+U+O	Format - Hide / Unhide – Unhide rows
ALT+H+O+U+L	Format - Hide / Unhide – Unhide columns
ALT+H+O+U+H	Format - Hide / Unhide – Unhide sheets
ALT+H+O+R	Format – Rename sheet
ALT+H+O+M	Format – Move or copy sheet
ALT+H+O+T	Format – Tab color
ALT+H+O+T+N	Format - Tab color – No color
ALT+H+O+T+M	Format - Tab color – More color
ALT+H+O+P	Format – Protect sheet
ALT+H+O+L	Format – Lock cells
ALT+H+O+E	Format – Format cells dialog box
ALT+H+U	Autosum -
ALT+H+U+S	Autosum - Sum
ALT+H+U+A	Autosum – Average
ALT+H+U+C	Autosum – Count Numbers
ALT+H+U+M	Autosum – Max
ALT+H+U+I	Autosum – Min
ALT+H+U+F	Autosum – More functions

ALT+H+F+I	Fill
ALT+H+F+I+D	Fill – Down
ALT+H+F+I+R	Fill – Right
ALT+H+F+I+U	Fill – Up
ALT+H+F+I+L	Fill – Left
ALT+H+F+I+A	Fill – Across worksheets
ALT+H+F+I+S	Fill – Series
ALT+H+F+I+J	Fill – Justify
ALT+H+F+I+F	Fill – Flash Fill
ALT+H+E	Clear
ALT+H+E+A	Clear – Clear all
ALT+H+E+F	Clear – Clear format
ALT+H+E+C	Clear – Clear contents
ALT+H+E+M	Clear – Clear comments
ALT+H+E+L	Clear – Clear hyperlinks
ALT+H+E+R	Clear – Remove hyperlinks
ALT+H+S	Sort & Filter
ALT+H+S+S	Sort & Filter – Sort A to Z
ALT+H+S+O	Sort & Filter – Sort Z to A
ALT+H+S+U	Sort & Filter – Custom sort
ALT+H+S+F	Sort & Filter – Filter
ALT+H+S+C	Sort & Filter – Clear
ALT+H+S+Y	Sort & Filter - Reapply
ALT+H+F+D	Find & Select
ALT+H+F+D+F	Find & Select – Find
ALT+H+F+D+R	Find & Select – Replace
ALT+H+F+D+G	Find & Select – Go to
ALT+H+F+D+S	Find & Select – Go to special
ALT+H+F+D+U	Find & Select – Formulas
ALT+H+F+D+M	Find & Select - Comments
ALT+H+F+D+C	Find & Select – Conditional formatting
ALT+H+F+D+N	Find & Select – Constants
ALT+H+F+D+V	Find & Select – Data validation
ALT+H+F+D+O	Find & Select – Select objects
ALT+H+F+D+P	Find & Select – Selection Pane
ALT+H+F+D+	Find & Select -

INSERT TAB ALT KEYS

ALT+N	Insert tab
ALT+N+V	Create pivot table
ALT+N+S+P	Recommended pivot table
ALT+N+T	Create table
ALT+N+P	Insert picture
ALT+N+F	Insert picture from online
ALT+N+SH	Insert shapes
ALT+N+M	Insert Smart Art
ALT+N+S+C	Screenshot

ALT+N+S+C+C	Start taking screenshot
ALT+N+S+A	Apps for office
ALT+N+S+A+S	See all apps for office
ALT+N+R	Insert chart - Recommended chart
ALT+N+C	Insert column chart
ALT+N+C+M	Insert column chart - More charts
ALT+N+B	Insert bar chart
ALT+N+B+M	Insert bar chart - More charts
ALT+N+O	Insert stock, surface or radar chart
ALT+N+O+M	Insert stock, surface or radar chart - More charts
ALT+N+N	Insert line chart
ALT+N+N+M	Insert line chart - More charts
ALT+N+A	Insert area chart
ALT+N+A+M	Insert area chart - More charts
ALT+N+S+D	Combo chart
ALT+N+S+D+C	Create combo chart
ALT+N+Q	Insert pie chart
ALT+N+Q+M	Insert pie chart - More charts
ALT+N+D	Insert scatter chart
ALT+N+D+M	Insert scatter chart - More charts
ALT+N+S+Z	Pivot chart
ALT+N+S+Z+C	Pivot chart
ALT+N+S+Z+P	Pivot chart and pivot table
ALT+N+S+V	Power view
ALT+N+S+L	Create line sparklines
ALT+N+S+O	Create column sparklines
ALT+N+S+W	Create win/loss sparklines
ALT+N+S+F	Insert slicer
ALT+N+S+T	Insert timelines
ALT+N+I	Insert hyperlinks
ALT+N+X	Insert textbox
ALT+N+H	Header and footer view
ALT+N+W	Insert Wordart
ALT+N+G	Add a signature line
ALT+N+J	Insert object
ALT+N+E	Insert equation
ALT+N+U	Insert symbol
ALT+N+K	Insert chart

PAGE LAYOUT ALT KEYS

ALT+P	Page layout tab
ALT+P+T+H	Themes
ALT+P+T+H+B	Themes - Browse for themes
ALT+P+T+H+A	Themes - Current themes
ALT+P+T+C	Themes - Colors
ALT+P+T+C+C	Themes - Colors -Customize
ALT+P+T+F	Themes - Fonts

ALT+P+T+F+C	Themes - Fonts - Customize
ALT+P+T+E	Themes - Effects
ALT+P+M	Page setup - Margins
ALT+P+M+A	Page Setup – Margins - Custom
ALT+P+O	Page Setup - Orientation
ALT+P+S+Z	Page Setup - Size
ALT+P+S+Z+M	Page Setup – More paper size
ALT+P+R	Page Setup – Print area
ALT+P+R+S	Page Setup - Print area – Set print area
ALT+P+R+C	Page Setup - Print area – Clear print area
ALT+P+B	Page Setup - Break
ALT+P+ B+I	Page Setup – Insert page break
ALT+P+ B+R	Page Setup – Remove page break
ALT+P+ B+A	Page Setup – Reset all page breaks
ALT+P+G	Page Setup – Insert picture for background
ALT+P+I	Page Setup – Page setup dialog box with sheet tab
ALT+P+S+P	Page Setup – Page setup dialog box with page tab
ALT+P+W	Scale to fit – Width
ALT+P+H	Scale to fit – Height
ALT+P+X	Scale to fit – Scale
ALT+P+V+G	Sheet options – Check / uncheck view gridlines
ALT+P+P+G	Sheet options – Check / uncheck print gridlines
ALT+P+V+H	Sheet options - Check / uncheck view headings
ALT+P+P+H	Sheet options - Check / uncheck print headings
ALT+P+S+O	Page layout dialog box with sheet tab
ALT+P+A+F	Arrange - Bring forward
ALT+P+ A+F+F	Arrange -Bring forward – Bring forward
ALT+P+ A+F+R	Arrange - Bring forward – Bring to front
ALT+P+A+E	Arrange - Send backward
ALT+P+A+E+B	Arrange - Send backward – Send backward
ALT+P+A+E+K	Arrange - Send backward - Send to back
ALT+P+A+P	Arrange - Selection pane
ALT+P+A+A	Arrange - Align
ALT+P+ A+A+L	Arrange -Align - Align left
ALT+P+ A+A+C	Arrange - Align - Align center
ALT+P+ A+A+R	Arrange - Align - Align right
ALT+P+ A+A+T	Arrange - Align - Align top
ALT+P+ A+A+M	Arrange - Align - Align middle
ALT+P+ A+A+B	Arrange - Align - Align bottom
ALT+P+ A+A+H	Arrange - Arrange - Align - Distribute horizontally
ALT+P+ A+A+V	Arrange - Align - Distribute vertically
ALT+P+ A+A+P	Arrange - Align - Snap to grid
ALT+P+ A+A+S	Arrange - Align - Snap to shape
ALT+P+ A+A+G	Arrange - Align - View Gridlines
ALT+P+A+G	Arrange - Group
ALT+P+A+G+G	Arrange – Group – Group
ALT+P+A+G+E	Arrange – Group - Regroup
ALT+P+A+G+U	Arrange – Group - Ungroup
ALT+P+A+Y	Arrange – Rotate

ALT+P+A+Y+R	Arrange – Rotate – Rotate right 90 degree
ALT+P+A+Y+L	Arrange – Rotate – Rotate left 90 degree
ALT+P+A+Y+V	Arrange – Rotate – Flip vertical
ALT+P+A+Y+H	Arrange – Rotate – Flip horizontal
ALT+P+A+Y+M	Arrange – Rotate – More rotation options

FORMULAS TAB ALT KEYS

ALT+M	Formulas tab
ALT+M+F	Insert function
ALT+M+U	Autosum
ALT+M+U+S	Autosum – Sum
ALT+M+U+A	Autosum – Average
ALT+M+U+C	Autosum – Count numbers
ALT+M+U+M	Autosum – Max
ALT+M+U+I	Autosum – Min
ALT+M+U+F	Autosum – Insert more functions
ALT+M+R	Recently used functions
ALT+M+R+F	Recently used functions - Insert more functions
ALT+M+I	Financial function
ALT+M+I+F	Financial function - Insert more functions
ALT+M+L	Logical function
ALT+M+L+F	Logical function - Insert more functions
ALT+M+T	Text function
ALT+M+T+F	Text function - Insert more functions
ALT+M+E	Date & Time function
ALT+M+E+F	Date & Time function - Insert more functions
ALT+M+O	Lookup and Reference function
ALT+M+O+F	Lookup and Reference function - Insert more functions
ALT+M+G	Math and Trigonometry function
ALT+M+G+F	Math and Trigonometry function - Insert more functions
ALT+M+Q	More functions
ALT+M+Q+S	More functions – Statistical
ALT+M+Q+S+M	More functions – Statistical – Insert more functions
ALT+M+Q+E	More functions – Engineering
ALT+M+Q+E+M	More functions - Engineering – Insert more functions
ALT+M+Q+C	More functions – Cube
ALT+M+Q+C+M	More functions - Cube – Insert more functions
ALT+M+Q+I	More functions – Information
ALT+M+Q+I+M	More functions - Information – Insert more functions
ALT+M+Q+C	More functions – Compatibility
ALT+M+Q+C+M	More functions - Compatibility – Insert more functions
ALT+M+Q+W	More functions - Web
ALT+M+Q+W+M	More functions - Web – Insert more functions
ALT+M+M	Name manager
ALT+M+M	Define name
ALT+M+M+D	Define name - Define name
ALT+M+M+A	Define name - Apply name

ALT+M+C	Create name from selection
ALT+M+P	Trace precedents
ALT+M+D	Trace dependents
ALT+M+A	Remove Arrows
ALT+M+A+A	Remove Arrows - Remove Arrows
ALT+M+A+P	Remove Arrows - Remove precedent arrows
ALT+M+A+D	Remove Arrows - Remove dependent arrows
ALT+M+H	Toggles show formulas
ALT+M+K	Error checking
ALT+M+K+K	Error checking - Error checking
ALT+M+K+E	Error checking - Trace Error
ALT+M+K+C	Error checking - Circular reference
ALT+M+V	Evaluate formula
ALT+M+W	Watch window
ALT+M+X	Calculation options
ALT+M+X+A	Calculation options - Automatic
ALT+M+X+E	Calculation options - Automatic except for data tables
ALT+M+X+M	Calculation options - Manual
ALT+M+B	Calculate now
ALT+M+J	Calculate sheet
ALT+H+A+C	Align center
ALT+H+A+L	Align left
ALT+H+A+R	Align right
ALT+H+M+C	Merge and center
ALT+H+M+A	Merge Across
ALT+H+M+M	Merge cells
ALT+H+M+U	Unmerge cells
ALT+Shift+Right Arrow	Group select rows/columns
ALT+Shift+Left Arrow	Ungroup select rows/columns
ALT+D+P	Open pivot table wizard
ALT+A+M	Remove duplicates
ALT+A+E	Text to columns Wizard
ALT+R+S	Spell check
ALT+M+N	Name manager box
ALT+M+V	Evaluate formula box
ALT+M+W	Watch Window
ALT+M+X+A	Automatic
ALT+M+X+E	Automatic except Data Tables
ALT+M+X+M	Manual
ALT+M+B	Calculate Now
ALT+M+J	Calculate Sheet

DATA TAB ALT KEYS

ALT+A+F+A	From Access
ALT+A+F+W	From Web
ALT+A+F+T	From Text

ALT+A+F+O	From Other Sources
ALT+A+X	Existing Connections
ALT+A+R+A	Refresh All > Refresh All
ALT+A+R+R	Refresh All > Refresh
ALT+A+R+S	Refresh All > Refresh Status
ALT+A+R+C	Refresh All > Cancel Refresh
ALT+A+R+O	Refresh All > Connections Properties
ALT+A+O	Connections
ALT+A+P	Properties
ALT+A+K	Edit Links
ALT+A+S+A	Sort Ascending (Sort A to Z)
ALT+A+S+D	Sort Descending (Sort Z to A)
ALT+A+S+S	Custom Sort
ALT+A+T	Filter
ALT+A+C	Clear Filter
ALT+A+Y+2	Reapply Filter
ALT+A+Q	Advanced Filter
ALT+A+E	Text to Columns
ALT+A+F+F	Flash Fill
ALT+A+M	Remove Duplicates
ALT+A+V+V	Data Validation > Data Validation
ALT+A+V+I	Data Validation > Clear Invalid Data
ALT+A+V+R	Data Validation > Clear Validation Circles
ALT+A+N	Consolidate
ALT+A+W+S	Scenario Manager
ALT+A+W+G	Goal Seek
ALT+A+W+T	Data Table
ALT+A+A	Relationships
ALT+A+G+G	Group > Group
ALT+A+G+A	Group > Auto outline
ALT+A+U+U	Ungroup > Ungroup
ALT+A+U+C	Ungroup > Clear outline
ALT+A+B	Subtotal
ALT+A+L	Advanced Options / Settings for Outline

REVIEW TAB ALT KEYS

ALT+R+S	Spellings
ALT+R+R	Research
ALT+R+E	Thesaurus
ALT+R+L	Translate
ALT+R+C	New Comment
ALT+R+D	Delete Comment
ALT+R+V	Previous Comment
ALT+R+N	Next Comment
ALT+R+H	Show / Hide Comments Toggle
ALT+R+A	All Comments

ALT+R+I	Show Ink
ALT+R+P+S	Protect Sheet
ALT+R+P+W	Protect Workbook
ALT+R+W	Share Workbook
ALT+R+O	Protect and Share Workbook
ALT+R+U	Allow users to Edit Range
ALT+R+G	Track Changes

VIEW TAB ALT KEYS

ALT+W+L	Normal Page view
ALT+W+I	Page Break Preview
ALT+W+P	Page Layout view
ALT+W+C	Custom view
ALT+W+R	Ruler check/uncheck
ALT+W+V+G	Gridlines check/uncheck
ALT+W+V+F	Formula Bar check/uncheck
ALT+W+V+H	Headings check/uncheck
ALT+W+Q	Zoom
ALT+W+J	100% Zoom
ALT+W+N	New Window
ALT+W+A	Arrange All
ALT+W+F+F	Freeze Panes
ALT+W+F+R	Freeze Top Row
ALT+W+F+C	Freeze First Column
ALT+W+S	Split
ALT+W+H	Hide
ALT+W+U	Unhide
ALT+W+B	View Side by Side
ALT+W+V+S	Synchronous scrolling
ALT+W+T	Reset Window position
ALT+W+W+1.....	Switch Windows
ALT+W+M+V	View Macros
ALT+W+M+R	Record Macros
ALT+W+M+U	Use Relative References

DEVELOPER TAB ALT KEYS

ALT+L+V	Visual Basic Window
ALT+L+P+M	Macros Window
ALT+L+R	Record Macro
ALT+L+U	Use Relative Reference
ALT+L+A+S	Macro Security
ALT+L+H	Add ins
ALT+L+J	Com Add ins

ALT+L+I+B	Form Controls > Button
ALT+L+I+C	Form Controls > Combo Box
ALT+L+I+H	Form Controls > Check Box
ALT+L+I+S	Form Controls > Spin Button
ALT+L+I+I	Form Controls > List Box
ALT+L+I+P	Form Controls > Option Button
ALT+L+I+G	Form Controls > Group Box
ALT+L+I+L	Form Controls > Label
ALT+L+I+S	Form Controls > Scroll Bar
ALT+L+I+B	Active X Controls > Button
ALT+L+I+L	Active X Controls > List Box
ALT+L+I+T	Active X Controls > Text Box
ALT+L+I+S	Active X Controls > Scroll Bar
ALT+L+I+N	Active X Controls > Spin Button
ALT+L+I+O	Active X Controls > Option Button
ALT+L+I+A	Active X Controls > Label
ALT+L+I+I	Active X Controls > Image
ALT+L+ I+G	Active X Controls > Toggle Buttons
ALT+L+ I+M	Active X Controls > More Controls
ALT+L+D+M	Design Mode
ALT+L+L	Properties
ALT+L+C	View Code
ALT+L+N	Run Dialog
ALT+L+X	Source
ALT+L+O	Map Properties
ALT+L+S	Expansion Packs
ALT+L+F	Refresh Data

Other Useful Shortcut Keys

Key	Description
ARROW KEYS	<p>Move one cell up, down, left, or right in a worksheet.</p> <p>CTRL+ARROW KEY moves to the edge of the current data region in a worksheet.</p> <p>SHIFT+ARROW KEY extends the selection of cells by one cell.</p> <p>CTRL+SHIFT+ARROW KEY extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.</p> <p>LEFT ARROW or RIGHT ARROW selects the tab to the left or right when the Ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu. When a Ribbon tab is selected, these keys navigate the tab buttons.</p> <p>DOWN ARROW or UP ARROW selects the next or previous command when a menu or submenu is open. When a Ribbon tab is selected, these keys navigate up or down the tab group.</p> <p>In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options.</p> <p>DOWN ARROW or ALT+DOWN ARROW opens a selected drop-down list.</p>

BACKSPACE	<p>Deletes one character to the left in the Formula Bar. Also clears the content of the active cell. In cell editing mode, it deletes the character to the left of the insertion point.</p>
DELETE	<p>Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments. In cell editing mode, it deletes the character to the right of the insertion point.</p>
END	<p>Moves to the cell in the lower-right corner of the window when SCROLL LOCK is turned on. Also selects the last command on the menu when a menu or submenu is visible. CTRL+END moves to the last cell on a worksheet, in the lowest used row of the rightmost used column. If the cursor is in the formula bar, CTRL+END moves the cursor to the end of the text. CTRL+SHIFT+END extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, CTRL+SHIFT+END selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar.</p>
ENTER	<p>Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default). In a data form, it moves to the first field in the next record. Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command. In a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often the OK button). ALT+ENTER starts a new line in the same cell. CTRL+ENTER fills the selected cell range with the current entry. SHIFT+ENTER completes a cell entry and selects the cell above.</p>
ESC	<p>Cancels an entry in the cell or Formula Bar. Closes an open menu or submenu, dialog box, or message window. It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the Ribbon and status bar again.</p>
HOME	<p>Moves to the beginning of a row in a worksheet. Moves to the cell in the upper-left corner of the window when SCROLL LOCK is turned on. Selects the first command on the menu when a menu or submenu is visible. CTRL+HOME moves to the beginning of a worksheet. CTRL+SHIFT+HOME extends the selection of cells to the beginning of the worksheet.</p>
PAGE DOWN	<p>Moves one screen down in a worksheet. ALT+PAGE DOWN moves one screen to the right in a worksheet. CTRL+PAGE DOWN moves to the next sheet in a workbook. CTRL+SHIFT+PAGE DOWN selects the current and next sheet in a workbook.</p>
PAGE UP	<p>Moves one screen up in a worksheet. ALT+PAGE UP moves one screen to the left in a worksheet. CTRL+PAGE UP moves to the previous sheet in a workbook. CTRL+SHIFT+PAGE UP selects the current and previous sheet in a workbook.</p>
SPACEBAR	<p>In a dialog box, performs the action for the selected button, or selects or clears a check box.</p>

CTRL+SPACEBAR selects an entire column in a worksheet.

SHIFT+SPACEBAR selects an entire row in a worksheet.

CTRL+SHIFT+SPACEBAR selects the entire worksheet.

- If the worksheet contains data, CTRL+SHIFT+SPACEBAR selects the current region. Pressing CTRL+SHIFT+SPACEBAR a second time selects the current region and its summary rows. Pressing CTRL+SHIFT+SPACEBAR a third time selects the entire worksheet.
- When an object is selected, CTRL+SHIFT+SPACEBAR selects all objects on a worksheet.

ALT+SPACEBAR displays the **Control** menu for the Microsoft Office Excel window.

TAB

Moves one cell to the right in a worksheet.

Moves between unlocked cells in a protected worksheet.

Moves to the next option or option group in a dialog box.

SHIFT+TAB moves to the previous cell in a worksheet or the previous option in a dialog box.

CTRL+TAB switches to the next tab in dialog box.

CTRL+SHIFT+TAB switches to the previous tab in a dialog box.

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