

Excel 2013 Shortcuts

Platform: Windows/English

Navigate Worksheets	
Arrow Keys	Move one cell up, down, left, or right in a worksheet
Page Down/Page Up	Move one screen down / one screen up in a worksheet
Alt+Page Down/Alt+Page Up	Move one screen to the right / to the left in a worksheet
Tab/Shift+Tab	Move one cell to the right / to the left in a worksheet
Ctrl+Arrow Keys	Move to the edge of next data region (cells that contains data)
Home	Move to the beginning of a row in a worksheet
Ctrl+Home	Move to the beginning of a worksheet
Ctrl+End	Move to the last cell with content on a worksheet
Ctrl+F	Display the Find and Replace dialog box (with Find selected)
Ctrl+H	Display the Find and Replace dialog box (with Replace selected)
Shift+F4	Repeat last find
Ctrl+G (or F5)	Display the 'Go To' dialog box
Ctrl+Arrow Left/Ctrl+Arrow Right	Inside a cell: Move one word to the left / to the right
Home/End	Inside a cell: Move to the beginning / to the end of a cell entry
Alt+Arrow Down	Display the AutoComplete list eg in cell with dropdowns or autofilter
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

Basic and Advanced Cell Selections	
Shift+Space	Select the entire row
Ctrl+Space	Select the entire column
Shift+Arrow Keys	Extend the selection by one cell
Shift+Page Down/Shift+Page Up	Extend the selection down one screen /up one screen
Shift+Home	Extend the selection to the beginning of the row There is no Shift+End equivalent
Ctrl+Shift+Arrow Key	Extend the selection to the last cell with content in row or column
Ctrl+A (or ctrl+Shift+Spacebar, or Ctrl+Shift+*)	Select the entire worksheet or the data-containing area Pressing ctrl+a a second time then selects entire worksheet
Ctrl+Shift+Home	Extend the selection to the first cell of the worksheet
Ctrl+Shift+End	Extend the selection to the last used cell on the worksheet (lower-right corner)
F5+ column or row reference	F5, then eg type d:g selects columns D-G, or 1:5 selects rows 1-5 etc
F2	Edit Cell
Shift+Home/End	Inside a cell: Select from the insertion point to the beginning / to the end of the cell
Shift+Arrow Left/Arrow Right	Inside a cell: Select or unselect one character to the left / to the right
Ctrl+Shift+Arrow Left/Arrow Right	Inside a cell: Select or unselect one word to the left / to the right

Navigate Inside Selected Text Blocks	
Tab/Shift+Tab	Move active cell right / left in a selection
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
F8	Turn on extension of selection with arrow keys without having to keep pressing shift
Enter/Shift+Enter	Move active cell down / up in a selection

Shift+Backspace	Select only the active cell when multiple cells are selected
Ctrl+Backspace	Show active cell within selection
Ctrl+. (period)	Move clockwise to the next corner of the selection
Ctrl+Alt+Arrow Right/Ctrl+Alt+Arrow Left	Move to the right / to the left between non-adjacent selections (with multiple ranges selected)
Esc	Cancel Selection

Edit Complete Cells	
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
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
Ctrl+-	Delete Cell/Row/Column Menu
Ctrl+- with row / column selected	Delete row / delete column
Ctrl+Shift++	Insert Cell/Row/Column Menu
Ctrl+Shift++ with row / column selected	Insert row/ insert column
Shift+F2	Insert / Edit a cell comment
Shift+F10, then M	Delete comment
Ctrl+K	Insert a HyperlinK (for complete cell only)
Ctrl+9	Hide the selected rows
Ctrl+Shift+9	Unhide any hidden rows within the selection
Ctrl+0 (zero)	Hide the selected columns Since Excel 2010, there is no more shortcut to unhide columns
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

Edit Content of Cells	
F2	Edit the active cell with cursor at end of the line
Alt+Enter	Start a new line in the same cell
Enter	Complete a cell entry and move down in the selection With multiple cells selected: fill cell range with current cell
Shift+Enter	Complete a cell entry and move up in the selection
Tab/Shift+Tab	Complete a cell entry and move to the right / to the left in the selection
Esc	Cancel a cell entry
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
Ctrl+; (semicolon)	Insert current date
Ctrl+Shift+: (colon)	Insert current time
Ctrl+'	Duplicate value from Cell above into current Cell

Excel Basics	
Shift+F10	Display the shortcut menu for the selected command (simulates right mouse button)
Ctrl+Z	Undo last action (multiple levels)
Ctrl+Y	Redo last action (multiple levels)
Ctrl+C	Copy contents of selected cells
Ctrl+X	Cut contents of selected cells
Ctrl+V	Paste content from clipboard into selected cell
Ctrl+Alt+v	If data exists in clipboard: Display the Paste Special dialog box

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Format Cells	
Ctrl+1	Open Format Cells dialog with last selection active
Ctrl+Shift+F	Open Format Cells dialog with Font Tab active
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+Shift+~	Apply the General number format
Ctrl+Shift+1	Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values
Ctrl+Shift+2	Apply the Time format with the hour and minute, and indicate AM or PM
Ctrl+Shift+3	Apply the Date format with the day, month, and year
Ctrl+Shift+4	Apply the Currency format with two decimal places
Ctrl+Shift+5	Apply the Percentage format with no decimal places
Ctrl+Shift+6	Apply the Scientific number format with two decimal places
F4	Repeat last formatting action: Apply previously applied Cell Formatting to a different Cell
Alt+H, AL	Align Left
Alt+H, AR	Align Right
Alt+H, AC	Align Cight
Alt+H, AT	Align Top
Alt+H, AM	Align Middle
Alt+H, AB	Align Bottom
Alt+H, W	Wrap or unwrap text (Home - Wrap Text)
Alt+H, H	Highlight Cell (change cell backgroudn color)
Alt+H, FC	Font Color
Alt+H, FS	Font Size
Alt+H, MM	Merge Cells - Merge
Alt+H, MU	Merge Cells - Unmerge
Alt+H, MC	Merge Cells - Merge and Center
Alt+H, MA	Merge Cells - Merge Across

Apply Basic Borders to Cells	
Ctrl+Shift+7	Apply outline border from cell or selection
Ctrl+Shift+_ (underscore)	Remove outline borders from cell or selection
Alt+HB, O	Bottom Border
Alt+HB, P	Top Border
Alt+HB, R	Right Border
Alt+HB, L	Left Border
Alt+HB, A	All Borders
Alt+HB, A	Outside Borders
Alt+HB, N	No Border

Formulas	
=	Start a formula
Alt+=	Insert the AutoSum formula
Shift+F3	Display the Insert Function dialog box
Ctrl+A	Display Formula Window after typing formula name
Ctrl+Shift+A	Insert Arguments in formula after typing formula name
Shift+F3	Insert a function into a formula
Ctrl+Shift+Enter	Enter a formula as an array formula
F4	After typing cell reference (eg =E3) makes reference absolute (=\$E\$4)

Manage Multiple Worksheets	
Ctrl+Page Down/Page Up	Move to the next / previous worksheet in current workbook
Shift+F11/Alt+Shift+F1	Insert a new worksheet in current workbook
Ctrl+Shift+Page Up / Page Down	Select the current and previous sheet / and next sheet in a workbook
Alt+O then H R	Rename current worksheet (format, sheet, rename)
Alt+E then L	Delete current worksheet (Edit, delete)
Alt+E then M	Move current worksheet (Edit, move)

Manage Multiple Workbooks	
F6/Shift+F6	Move to the next pane / previous pane in a workbook that has been split
Ctrl+F4	Close the selected workbook window
Ctrl+N	Create a new blank workbook (Excel File)
Ctrl+Tab/Ctrl+Shift+Tab	Move to next / previous workbook window
Alt+Space	Display the Control menu for Main Excel window
Ctrl+F9	Minimize current workbook window to an icon Also restores ('un-maximizes') all workbook windows
Ctrl+F10	Maximize or restores the selected workbook window
Ctrl+F7	Move Workbook Windows which are not maximized
Ctrl+F8	Perform size command for workbook windows which are not maximized
Alt+F4	Close Excel

Various Excel Features	
Ctrl+O	Open File
Ctrl+S	Save the active file with its current file name, location, and file format
F12	Display the Save As dialog box
F10 (or alt)	Turn key tips on or off
Ctrl+P	Print File (Opens print menu)
F1	Display the Excel Help task pane
F7	Display the Spelling dialog box
Shift+F7	Display the Thesaurus dialog box
Alt+F8	Display the Macro dialog box
Alt+F11	Open the Visual Basic Editor to create Macros

Ribbon Shortcuts	
Ctrl+F1	Minimize or restore the Ribbons
Space/Enter	Activate the selected command or control in the Ribbon, Open the selected menu or gallery in the Ribbon
Enter	Finish modifying a value in a control in the Ribbon, and move focus back to the document
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)

Pivot Tables	
Arrow Keys	Navigate inside Pivot tables
Home/End	Select the first / last visible item in the list
Alt+C	Move the selected field into the Column area
Alt+D	Move the selected field into the Data area
Alt+L	Display the PivotTable Field dialog box
Alt+P	Move the selected field into the Page area
Alt+R	Move the selected field into the Row area
Ctrl+Shift+*	Select the entire PivotTable report

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Enter	Display the selected item
Space	Select or clear a check box in the list
Ctrl+Tab/ Ctrl+Shift+Tab	Select the PivotTable toolbar
Enter then Arrow Down /Arrow Up	On a field button: select the area you want to move the selected field to
Alt+Shift+Arrow Right	Group selected PivotTable items
Alt+Shift+Arrow Left	Ungroup selected PivotTable items

Dialog Boxes	
Arrow Keys	Move between options in the active drop-down list box or between some options in a group of options
Ctrl+Tab/Ctrl+Shift+Tab	Switch to the next/ previous tab in dialog box
Space	In a dialog box: perform the action for the selected button, or select/clear a check box
Tab/Shift+Tab	Move to the next / previous option
A ... Z	Move to an option in a drop-down list box starting with the letter
Alt+A ... Alt+Z	Select an option, or select or clear a check box
Alt+Arrow Down	Open the selected drop-down list box
Enter	Perform the action assigned to the default command button in the dialog box
Esc	Cancel the command and close the dialog box

Auto Filter	
Alt+Arrow Down	On the field with column head, display the AutoFilter list for the current column
Arrow Down/Arrow Up	Select the next item / previous item in the AutoFilter list
Alt+Arrow Up	Close the AutoFilter list for the current column
Home/End	Select the first item / last item in the AutoFilter list
Enter	Filter the list by using the selected item in the AutoFilter list
Ctrl+Shift+L	Apply filter on selected column headings

Data Forms	
Tab/Shift+Tab	Move to the next / previous field which can be edited
Enter/Shift+Enter	Move to the first field in the next / previous record
Page Down/Page Up	Move to the same field 10 records forward / back
Ctrl+Page Down	Move to a new record
Ctrl+Page Up	Move to the first record
Home/End	Move to the beginning / end of a field

Adjust Column Width and Row Height	
Alt+HO, A	Format - Autoheight Row
Alt+HO, I	Format - Autowidth Column

Lesser Used Shortcuts	
Ctrl+Shift+O	Select all cells with comments
Alt+Shift+Arrow Right	Group rows or columns
Alt+Shift+Arrow Left	Ungroup rows or columns
Ctrl+6	Alternate between hiding and displaying objects
Ctrl+8	Display or hides the outline symbols
Ctrl+6	Alternate between hiding objects, displaying objects, and displaying placeholders for objects
Alt+' (apostrophe / single quote)	Display the Style dialog box

Ctrl+Shift+[]+[]	If data exists in clipboard: Display the Insert dialog box to insert blank cells
F9	Calculate all worksheets in all open workbooks
Shift+F9	Calculate the active worksheet
Ctrl+Alt+F9	Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation
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
Ctrl+Shift+U	Toggle expand or collapse formula bar
Ctrl+F3	Define a name or dialog
Ctrl+Shift+F3	Create names from row and column labels
F3	Paste a defined name into a formula
Ctrl+T	Insert a table (display Create Table dialog box)
Alt+F1	Create and insert chart with data in current range as embedded Chart Object
F11	Create and insert chart with data in current range in a separate Chart sheet