

Excel®Keyboard Shortcuts (PC Version)

Quick Reference Guide

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Common

Close Excel	ALT F4	Copy value of cell above active cell	CTRL SHIFT W
Close workbook	CTRL W	Create chart of data in current range in new sheet	F11
Copy screen to clipboard	PRINT SC	Create embedded chart of data in current range	ALT F1
Copy selection	CTRL C	Create, run, edit, or delete macro	ALT F8
Copy window to clipboard	ALT PRINT SC	Cycle absolute and relative references in formula	F4
Cut selection	CTRL X	Define name to use in references	ALT M M D
Delete column	ALT H D C	Delete text to end of line	CTRL DELETE
Delete row	ALT H D R	Display Create Table dialog box	CTRL T
Delete worksheet	ALT H D S	Display Error Checking menu/message	ALT SHIFT F10
Help	F1	Display Quick Analysis for selected cells	CTRL Q
Insert column	ALT I C	Edit active cell	F2
Insert row	ALT I R	Enter current date	CTRL ;
Insert worksheet	ALT SHIFT F1	Enter current time	CTRL SHIFT :
Maximize/minimize workbook window	CTRL F5	Expand or collapse formula bar	CTRL SHIFT U
Minimize workbook window	CTRL F9	Fill Down	CTRL D
Open context menu	SHIFT F10	Fill selected cell range with current entry	CTRL ENTER
Open workbook	CTRL O	Flash Fill	CTRL E
Paste selection	CTRL V	Insert AutoSum formula	ALT =
Print	CTRL P	Insert Function	SHIFT F3
Redo/Repeat action	CTRL Y	Move cursor to end of text in formula bar	CTRL END
Save As dialog box	F12	Move one character up/down/left/right	↑ ↓ ← →
Save workbook	CTRL S	Move to beginning of line	HOME
Switch between open Excel windows	CTRL WS	Move to first field in next record of data form	ENTER
Toggle Full Screen mode	CTRL SHIFT F1	Open Power Query Editor	ALT F12
Turn Key Tips On/Off	ALT	Open Visual Basic For Applications Editor	ALT F11
Undo action	CTRL Z	Paste name from Paste Name dialog box	F3
		Refresh external data in workbook	CTRL ALT F9
		Refresh external data in worksheet	ALT F9
		Select in formula bar (cursor to end)	CTRL SHIFT END
		Start new line in same cell	ALT ENTER
		Stop refreshing external data	ESC
		Turn formula checking tooltips on/off	CTRL ALT F

Data, Functions, and Formula Bar

Calculate active worksheet	SHIFT F9	Add borders	ALT H B
Calculate all worksheets in open workbooks	F9	Add outline border to selected cells	CTRL SHIFT B
Cancel an entry in cell or formula bar	ESC	Align Bottom	ALT H A B
Clear cell content (data and formulas)	DELETE	Align Center	ALT H A C
Clear content of active cell	BACKSPACE	Align Left	ALT H A L
Complete cell entry/move one cell down	ENTER		
Complete cell entry/move one cell left	SHIFT TAB		
Complete cell entry/move one cell right	TAB		
Complete cell entry/move one cell up	SHIFT ENTER		
Copy formula from cell above active cell	CTRL ↑		

Formatting Cells

Add borders	ALT H B
Add outline border to selected cells	CTRL SHIFT B
Align Bottom	ALT H A B
Align Center	ALT H A C
Align Left	ALT H A L

NEXT TO ONE ANOTHER	
CTRL C	Press together (Ctrl+C)
	Press and release one at a time, in order

SEPARATED BY COMMAS	
CTRL C	ALT H D E
Press together (Ctrl+C)	Press and release one at a time, in order
Align Middle	ALT H A M
Align Right	ALT H A R
Align Top	ALT H A T
Apply Currency format	CTRL SHIFT S
Apply Date format	CTRL SHIFT F
Apply General number format	CTRL SHIFT F
Apply Number format	CTRL SHIFT N
Apply Percentage format	CTRL SHIFT %
Apply Scientific number format	CTRL SHIFT A
Apply Time format	CTRL SHIFT G
Bold text or remove bold formatting	CTRL B
Choose Fill color	ALT H H
Choose font	ALT H F F
Choose font color	ALT H F C
Choose font size	ALT H F S
Display or Hide outline symbols	CTRL S
Format fonts in Format Cells dialog	CTRL SHIFT F
Hide selected columns	CTRL D
Hide selected rows	CTRL 9
Insert a note or open and edit cell note	SHIFT F2
Insert or open threaded comment	CTRL SHIFT F2
Italicize text or remove italic formatting	CTRL I
Open Delete dialog box	CTRL -
Open Format Cells dialog box	CTRL I
Open Insert hyperlink dialog box	CTRL K
Open Insert dialog box	CTRL SHIFT +
Open Paste Special dialog box	CTRL ALT V
Open Style dialog box	ALT F
Open Workbook Statistics dialog box	CTRL SHIFT G
Remove outline border	CTRL SHIFT -
Show/hide objects	CTRL G
Spelling check	F7

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Wayne L. Winston

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