

Keyboard Shortcuts for Windows

Notation used:

+ indicates to press simultaneously the keyboard keys (e.g. Ctrl + V)

, indicates to press sequentially the keyboard keys (e.g. Alt, H, V, V)

File	
Create new workbook	Ctrl + N
Open workbook	Ctrl + O
Save workbook	Ctrl + S
Save as	F12
Print file	Ctrl + P
Open print preview window	Ctrl + F2

Workbook	
Insert new worksheet	Shift + F11
Go to next worksheet	Ctrl + PgDn
Go to previous worksheet	Ctrl + PgUp
Move to next pane	F6
Move to previous pane	Shift + F6
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
Rename active sheet	Alt, H, O, R
Delete active sheet	Alt, H, D, S

Navigation	
Move one cell right	→
Move one cell left	←
Move one cell up	↑
Move one cell down	↓
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	Ctrl + End
Move to first cell in worksheet	Ctrl + Home
Move one screen up	PgUp
Move one screen down	PgDn
Move active cell right in a selection	Tab
Move active cell left in a selection	ShiftTab

General	
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Copy selected cells	Ctrl + C
Cut selected cells	Ctrl + X
Paste	Ctrl + V
Paste to the right	Ctrl + R
Paste down	Ctrl + D
Display the Paste Special dialog box	Ctrl + Alt + V
Paste as formula	Alt, H, V, F
Paste as value	Alt, H, V, V
Display find and replace	Ctrl + F
Display find and replace, replace selected	Ctrl + H
Select all	Ctrl + A
Select entire row	Shift + Space
Select entire column	Ctrl + Space
Cancel selection	Esc
Edit the active cell	F2
Insert or edit comment	Shift + F2
Select one word right	Ctrl + Shift + →
Select one word left	Ctrl + Shift + ←

Extend Selection	
Extend selection by one cell right	Shift + →
Extend selection by one cell left	Shift + ←
Extend selection by one cell up	Shift + ↑
Extend selection by one cell down	Shift + ↓
Extend the selection to the last cell right	CtrlShift + →
Extend the selection to the last cell left	CtrlShift + ←
Extend the selection to the last cell up	CtrlShift + ↑
Extend the selection to the last cell down	CtrlShift + ↓
Extend selection to start of row	Shift + Home
Extend selection to first cell in worksheet	Ctrl + Shift + Home
Extend selection to last cell in worksheet	Ctrl + Shift + End

Entering data	
Enter and move down	Enter
Enter and move up	Shift + Enter
Enter and move right	Tab
Enter and move left	Shift + Tab
Insert current date	Ctrl + ;
Insert current time	Ctrl + Shift + ;
Fill down from cell above	Ctrl + D
Fill right from cell left	Ctrl + R
Copy formula from cell above	Ctrl + '
Copy value from cell above	Ctrl + Shift + "
Add hyperlink	Ctrl + K

Formatting	
Format Cells	Ctrl + 1
Display Format Cells with Font tab selected	Ctrl + Shift + F
Apply or remove bold formatting	Ctrl + B
Apply or remove italic formatting	Ctrl + I
Apply or remove underscoring	Ctrl + U
Apply or remove strikethrough formatting	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
Increase font size one step	Alt, H, F, G
Decrease font size one step	Alt, H, F, K
Merge cells	Alt, H, M, C
Unmerge cells	Alt, H, M, U

Number Formatting	
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	Ctrl + Shift + !

Borders	
Add border outline	Ctrl + Shift + &
Add or remove border right	Alt, H, B, R
Add or remove border left	Alt, H, B, L
Add or remove border top	Alt, H, B, P
Add or remove border bottom	Alt, H, B, O
Remove borders	Ctrl + Shift + _

Formulas	
Absolute and relative references	F4
Open the Insert Function Dialog Box	Shift + F3
Autosum selected cells	Alt + =
Show formulas on and off	Ctrl + `
Insert function arguments	Ctrl + Shift + A
Expand or collapse the formula bar	Ctrl + Shift + U
Define name	Ctrl + F3
Define name using row and column labels	Ctrl + Shift + F3
Accept function with autocomplete	Tab

Grid Operations	
Display Insert Dialog box	CtrlShift+
Insert rows	Ctrl +
Insert columns	Ctrl +
Delete rows	Ctrl -
Delete columns	Ctrl -
Hide columns	Ctrl + 0
Hide rows	Ctrl + 9
Unhide rows	Ctrl + Shift + 9
Unhide columns	Ctrl + Shift + 0
Group rows or columns	Alt + Shift + →
Ungroup rows or columns	Alt + Shift + ←
Zoom in	Ctrl + Alt + +
Zoom out	Ctrl + Alt + -

Other	
Create a PivotTable with the active range	Alt, N, V
Insert table	Ctrl + T
Open Spelling dialog box	F7
Open Thesaurus dialog box	Shift + F7
Open Macro dialog box	Alt + F8
Open VBA Editor	Alt + F11
Snap to grid	Alt
Display right-click menu	Shift + F10
Delete cells	Shift + F10D
Display control menu	Alt + Space