



WORK MORE EFFICIENTLY WITH

# EXCEL



## Work more efficiently in Excel with these Excel shortcuts

The experts at FMI have created this easy-to-follow Excel shortcut guide. There are 127 Excel shortcuts on the following pages, categorized into a way that makes sense.

Where keys need to be pressed together, it will be displayed like this:



Which means press Control and A together

Where keys need to be pressed one after each other, it will be displayed like this:



Which means press Alt and H together, then release those keys and press A, then B



## General shortcuts

Shortcut	Description	Shortcut	Description
F1	Open help	Alt + F1	Insert embedded chart
Ctrl + Z	Undo last action	F11	Insert chart in new sheet
Ctrl + Y	Redo last action	Ctrl + Shift + L	Toggle autofilter
Ctrl + C	Copy selection	Alt + ↓	Activate filter
Ctrl + X	Cut selection	Ctrl + T	Create table
Ctrl + V	Paste selection	Shift + Space	Select table row
Ctrl + Alt + V	Display Paste Special	Ctrl + Space	Select table column
Ctrl + F	Display Find and Replace (Find tab)	Ctrl + A	Select table (when active cell in table)
Ctrl + H	Display Find and Replace (Replace tab)	Alt + C	Clear slicer filter
Shift + F4	Find next match (after initial find)	F7	Run Spellcheck
Ctrl + Shift + F4	Find previous match (after initial find)	Alt + F11	Open VBA Editor



## Worksheet shortcuts

Shortcut	Description
Shift + F11	Insert new worksheet
Ctrl + PgDn	Go to next worksheet
Ctrl + PgUp	Go to previous worksheet
Alt + O, H, R	Rename current worksheet
Alt + E, L	Delete current worksheet
Alt + E, M	Move current worksheet
Ctrl + Shift + PgUp/PgDn	Select adjacent worksheets
Ctrl + Click	Select non-adjacent worksheets
Ctrl + Shift + F1	Toggle full screen
Ctrl + Mouse wheel up	Zoom in
Ctrl + Mouse wheel down	Zoom out

## Workbook shortcuts

Shortcut	Description
Ctrl + N	Create new workbook
Ctrl + O	Open workbook
CTRL + S	Save workbook
F12	Save as
CTRL + Tab	Go to next workbook
Ctrl + Shift + Tab	Go to previous workbook
ALT + R, P, W	Protect workbook
Ctrl + F4	Close current workbook
ALT + F4	Close Excel





## Navigation shortcuts

## Selection shortcuts

Shortcut	Description	Shortcut	Description
Ctrl + →	Move to right edge of data region	Shift + Backspace	Select active cell
Ctrl + ←	Move to left edge of data region	Enter	
Ctrl + ↓	Move to bottom edge of data region	Shift + Enter	
Ctrl + ↑	Move to top edge of data region	Tab	
Alt + PgDn	Move one screen right	Shift + Tab	
Alt + PgUp	Move one screen left	Shift + Space	Select entire row
PgDn	Move one screen down	Ctrl + Space	Select entire column
PgUp	Move one screen up	Ctrl + A	Select current region
Home	Move to beginning of row	Ctrl + Click	Add non- adjacent cells to selection
Ctrl + End	Move to last cell in worksheet with data	Ctrl + →	Move right between non-adjacent selections
Ctrl + Home	Move to first cell in worksheet	Ctrl + ←	Move left between non-adjacent selections



## Ribbon shortcuts

Shortcut	Description
Ctrl + F1	Expand or collapse ribbon
Alt	Activate access keys
↓ → ↑ ←	Move through ribbon tabs and groups
Space OR Enter	Activate or open selected control
Enter	Confirm control change
F1	Get help on selected control

## Extend selection shortcuts

Shortcut	Description
Shift + →	Extend selection right
Shift + ←	Extend selection left
Shift + ↓	Extend selection down
Shift + ↑	Extend selection up
Shift + PgDn	Extend selection down one screen
Shift + PgUp	Extend selection up one screen
Ctrl + Shift + →	Extend selection to the last cell or column on right with data, or to the last column
Ctrl + Shift + ←	Extend selection to the last cell or column on left with data, or to the first column
Ctrl + Shift + ↓	Extend selection down to the last or next cell with data, or to the last row with data
Ctrl + Shift + ↑	Extend selection up to the last or next cell with data, or to the first row with data





## Select special shortcuts

## Entering data

Shortcut	Description	Shortcut	Description
Ctrl + G OR F5	Display 'Go To' dialogue box	Enter	Enter data and move down
Ctrl + Shift + O	Select cells with comments	Shift + Enter	Enter data and move up
Ctrl + Shift + *	Select current region around active cell	Tab	Enter data and move right
Ctrl + A	Select current region	Shift + Tab	Enter data and move left
Ctrl + [	Select direct precedents	Ctrl + Enter	Enter data and stay in same cell
Ctrl + Shift + {	Select all precedents	Ctrl + ;	Insert current date
Ctrl + ]	Select direct dependents	Ctrl + Shift + :	Insert current time
Ctrl + Shift + }	Select all dependents	Ctrl + D	Fill down from cell above
Alt + ;	Select all visible cells	Ctrl + R	Fill right from cell on left
		Ctrl + ' (apostrophe)	Copy formula from cell above
		Ctrl + K	Insert a hyperlink into the cell



## Formatting shortcuts

Shortcut	Description
Ctrl + 1	Format cells
Ctrl + Shift + F	Display Format Cells with Font tab selected
Ctrl + B	Apply or remove bold
Ctrl + I	Apply or remove italics
Ctrl + U	Apply or remove underline
Ctrl + 5	Apply or remove strikethrough
Alt + H, A, C	Align center
Alt + H, A, L	Align left
Alt + H, A, R	Align right
Alt + H, A, T	Align top
Alt + H, A, B	Align bottom

## Number formatting shortcuts

Shortcut	Description
Ctrl + Shift + ~	Apply general format
Ctrl + Shift + !	Apply number format
Ctrl + Shift + @	Apply time format
Ctrl + Shift + #	Apply date format
Ctrl + Shift + \$	Apply currency format
Ctrl + Shift + %	Apply percentage format
Ctrl + Shift + ^	Apply scientific format







## Rows and columns shortcuts

## Formula shortcuts

Shortcut	Description	Shortcut	Description
Ctrl + +	Display Insert Dialog box	= OR +	Start entering formula
Ctrl + -	Display Delete Dialog box	F4	Toggle absolute and relative references
Ctrl + 0	Hide columns	Shift + F3	Open Insert Function dialog box
Ctrl + 9	Hide rows	Alt + =	Autosum
Alt + Shift + →	Group rows or columns	Ctrl + `	Toggle display formulas on and off
Alt + Shift + ←	Ungroup rows or columns	Ctrl + Shift + A	Insert function arguments
		F4	Calculate worksheets
		Shift + F9	Calculate active worksheet
		Ctrl + A	Display function argument dialog box
		Ctrl + F3	Open Name Manager
		Ctrl + Shift + F3	Create names from values

