Excel Keyboard Shortcuts

(WORK FASTER AND MORE EFFICIENTLY WITH THESE CLEARLY ILLUSTRATED EXCEL SHORTCUTS.)

Optimal Excel settings (PC and Mac)

1. **Calculation options**
   Open Excel settings/preferences (Alt T O on Windows, Ctrl + , on Mac). Under "Calculation options," (under the "Formulas" tab in Windows), chose "Automatic except for data tables" and click on "Enable iterative calculation."

2. **Disable Autocomplete**
   Open Excel settings/preferences. Click off "Enable Auto- Complete for cell values. In Windows, this can be found under Options > Advanced > Editing Options.

3. **Disable Error Checking**
   Open Excel settings/preferences. Click off "background error checking." (Found under the "Formulas" tab in Windows.)

Disabling conflicting Mac OS shortcuts

Enable Ctrl + Arrows by disabling Mission Control settings
1. Go to System Preferences > Keyboard.
2. Go to "Keyboard shortcuts" tab.
3. Click "Mission Control" in the left window. Expand the "Mission Control" tab in the right window and click off "Move left a space" and "Move right a space.

Enable Ctrl + Spacebar for highlighting columns by disabling Spotlight Search
1. System Preferences > Keyboard.
2. Go to "Keyboard shortcuts" tab.
3. Click "Spotlight" in the left window.
4. Disable "Show Spotlight Search."

A Note on Mac function keys

By default, Mac function keys control system settings and Mission Control. To use function keys for shortcuts, you'll need to hold down the "Fn" key before you press F2, F3, etc. You can change this in System Preferences > Keyboard by checking "Use all F1, F2, etc. keys as standard function.

Below is a huge list of Excel keyboard shortcuts you can use to work faster. Scroll through the list or use the Index to quickly go to the section you want.

How To Read The List

Where shortcut keys must be pressed together they will be shown like this Ctrl + P which means press CTRL and P together.

Where shortcut keys must be pressed together they will be shown like this Ctrl + + which means press CTRL and + together.

Where keys must be pressed one after the other they will be shown like this Alt + H , A C which means press Alt and H together, then release those keys and press A, then C.

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Further Resources

You can see a list of resources we provide including free training, a blog, a forum and more.

Microsoft Excel Shortcuts

FINXL — THIS TIME IT'S DIFFERENT

GENERAL

Action	Shortcut
Open help	F1
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Copy selection	Ctrl + C
Repeat last action	F4
Cut selection	Ctrl + X
Paste content from clipboard	Ctrl + V
Display the Paste Special dialog box	Ctrl + Alt + V
Display find and replace with Find tab selected	Ctrl + F
Display find and replace with Replace tab selected	Ctrl + H
Find previous match (after initial Find)	Ctrl + Shift + F4
Find next match (after initial Find)	Shift + F4
Insert embedded chart	Alt + F1
Insert chart in new sheet	F11
Toggle Autofilter	Ctrl + Shift + L
Activate filter	Alt + ↓
Create table	Ctrl + T
Select table row	Shift + Space
Select table column	Ctrl + Space
Select table (when active cell is in table)	Ctrl + A
Clear slicer filter	Alt + C
Run Spellcheck	F7
Open Thesaurus	Shift + F7
Open Macro dialog box	Alt + F8
Open VBA Editor	Alt + F11
Duplicate object	Ctrl + D
Snap to grid (whilst dragging)	Alt
Hide or show objects	Ctrl + 6
Open Modify Cell Style dialog box	Alt + '
Show right-click menu	Shift + F10
Display control menu	Alt Space

WORKSHEET

Action	Shortcut
Insert new worksheet	Shift + F11
Go to next worksheet	Ctrl + PgDn
Go to previous worksheet	Ctrl + PgUp
Rename current worksheet	Alt + O , H R
Delete current worksheet	Alt + E , L
Move current worksheet	Alt + E , M
Move between the worksheet, Ribbon, task pane and zoom controls in a worksheet that has been split	F6 OR Shift + F6
Select adjacent worksheets	Ctrl + Shift + PgUp/PgDn
Select non-adjacent worksheets	Ctrl + Click
Toggle scroll lock	ScrLk
Toggle full screen	Ctrl + Shift + F1
Print	Ctrl + P
Open Print Preview Window	Ctrl + F2
Set Print Area	Alt + P , R S
Zoom In	Ctrl + Mouse Wheel Up
Zoom Out	Ctrl + Mouse Wheel Down
Protect Sheet	Alt + R , P S

WORKBOOK

Action	Shortcut
Create new workbook	Ctrl + N
Open workbook	Ctrl + O
Save workbook	Ctrl + S
Save as	F12
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
Protect workbook	Alt + R , P W
Close current workbook	Ctrl + F4

Action	Shortcut
Close Excel	Alt + F4

RIBBON

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

DRAG AND DROP (AFTER SELECTING CELLS)

Action	Shortcut
Drag and cut	Drag
Drag and copy	Ctrl + Drag
Drag and insert	Shift + Drag
Drag and insert copy	Ctrl + Shift + Drag
Drag to worksheet	Alt + Drag
Drag to duplicate worksheet	Ctrl + Drag

NAVIGATION

Action	Shortcut
Move one cell right	→
Move one cell left	←
Move one cell up	↑
Move one cell down	↓
Move one screen right	Alt + PgDn
Move one screen left	Alt + PgUp
Move one screen up	PgUp
Move one screen down	PgDn
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 that contains data	Ctrl + End
Move to first cell in worksheet	Ctrl + Home
Turn End mode on	End

ACTIVE CELL

Action	Shortcut
Select active cell (when multiple cells already selected)	Shift + Backspace
Show the active cell on worksheet	Ctrl + .
Move active cell clockwise to corners of selection	Ctrl + Backspace
Move active cell down in selection - wrap to next column	Enter
Move active cell up in selection - wrap to previous column	Shift + Enter
Move active cell right in a selection - wrap to next row	Tab
Move active cell left in a selection - wrap to previous row	Shift + Tab

SELECTION

Action	Shortcut
Select entire row	Shift + Space
Select entire column	Ctrl + Space
Select current region if worksheet contains data. Press again to select current region and summary rows. Press again to select entire worksheet	Ctrl + A
Expand selection	Shift + Click
Add non-adjacent cells to selection	Ctrl + Click
Move right between non-adjacent selections	Ctrl + Alt + →
Move left between non-adjacent selections	Ctrl + Alt + ←
Toggle 'Add to Selection' mode	Shift + F8
Exit 'Add to Selection' mode	Esc

EXTEND SELECTION

Action	Shortcut
Extend selection right	Shift + →
Extend selection left	Shift + ←
Extend selection up	Shift + ↑
Extend selection down	Shift + ↓

Extend the selection to the last cell on the right that contains data, or to the next cell that contains data, or to the last column	Ctrl + Shift + →
Extend the selection to the last cell on the left that contains data, or to the next cell that contains data, or to the first column	Ctrl + Shift + ←
Extend the selection to the last cell up that contains data, or to the next cell that contains data, or to the first row	Ctrl + Shift + ↑
Extend the selection to the last cell down that contains data, or to the next cell that contains data, or to the last row	Ctrl + Shift + ↓
Extend selection up one screen	Shift + PgUp
Extend selection down one screen	Shift + PgDn
Extend selection right one screen	Alt + Shift + PgDn
Extend selection left one screen	Alt + Shift + PgUp
Extend selection to start of row(s)	Shift + Home
Extend selection to first cell in worksheet	Ctrl + Shift + Home
Extend selection to last cell in worksheet	Ctrl + Shift + End
Toggle 'Extend Selection' mode	F8
Cancel 'Extend Selection' mode	Esc

SELECT SPECIAL

Display 'Go To' dialog box	Ctrl + G OR F5
Select cells with comments	Ctrl + Shift + O
Select current region around active cell	Ctrl + Shift + *
Select current region	Ctrl + A
Select direct precedents	Ctrl + [
Select all precedents	Ctrl + Shift + {
Select direct dependents	Ctrl +]
Select all dependents	Ctrl + Shift + }
Select visible cells only	Alt + ;

CELL EDIT MODE

Edit the active cell	F2
Insert or edit comment	Shift + F2
Delete comment	Shift + F10 , M
Cancel editing	Esc
Select one character right	Shift + →
Select one character left	Shift + ←
Move one word right	Ctrl + →
Move one word left	Ctrl + ←
Select one word right	Ctrl + Shift + →
Select one word left	Ctrl + Shift + ←
Select to beginning of cell	Shift + Home
Select to end of cell	Shift + End
Delete to end of line	Ctrl + Delete
Delete character to left of cursor	Backspace
Delete character to right of cursor	Delete
Start a new line in the same cell	Alt + Enter

ENTERING DATA

Enter data and move down	Enter
Enter data and move up	Shift + Enter
Enter data and move right	Tab
Enter data and move left	Shift + Tab
Enter data and stay in same cell	Ctrl + Enter
Enter same data in multiple cells (after copying, then selecting cells)	Enter
Insert current date	Ctrl + ;
Insert current time	Ctrl + Shift + :
Fill down from cell above	Ctrl + D
Fill right from cell on left	Ctrl + R
Copy formula from cell above (formula is exact copy)	Ctrl + '
Copy value from cell above	Ctrl + Shift + "
Insert hyperlink	Ctrl + K
Display AutoComplete list	Alt + ↓
Flash fill	Ctrl + E

FORMATTING

Format cells	Ctrl + 1
Display Format Cells with Font tab selected	Ctrl + Shift + F
Apply or remove bold	Ctrl + B
Apply or remove italics	Ctrl + I
Apply or remove underscore	Ctrl + U
Apply or remove strikethrough	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
Wrap text	Alt + H , W
Align top	Alt + H , A T
Align middle	Alt + H , A M
Align bottom	Alt + H , A B
Increase font size one step	Alt + H , F G
Decrease font size one step	Alt + H , F K

NUMBER FORMATTING

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	Ctrl + Shift + ^

BORDERS

Open list of border styles from Ribbon	Alt + H , B
Add border around selected cells	Ctrl + Shift + &
Add or remove right border	Alt + H , B R
Add or remove left border	Alt + H , B L
Add or remove top border	Alt + H , B P
Add or remove bottom border	Alt + H , B O
Add all borders to all cells in selection	Alt + H , B A
Remove borders	Ctrl + Shift + -

FORMULAS

Begin entering a formula	= OR +
Toggle absolute and relative references (in cell edit mode)	F4
Open the Insert Function Dialog Box	Shift + F3
Autosum	Alt + =
Toggle displaying formulas on and o"	Ctrl + `
Insert function arguments	Ctrl + Shift + A
Enter array formula	Ctrl + Shift + Enter
Calculate worksheets	F9
Calculate active worksheet	Shift + F9
Force calculate all worksheets	Ctrl + Alt + F9
Evaluate part of a formula (in cell edit mode)	F9
Expand or collapse the formula bar	Ctrl + Shift + U
Display function arguments dialog box	Ctrl + A
Open Name Manager	Ctrl + F3
Create name from values in row(s)/column(s)	Ctrl + Shift + F3
Paste name into formula	F3
Accept function with auto-complete	Tab

ROWS AND COLUMNS

Display Insert Dialog box	Ctrl + +
Insert selected number of rows	Ctrl + +
Insert selected number of columns	Ctrl + +
Display Delete dialog box	Ctrl + -
Delete selected number of rows	Ctrl + -
Delete selected number of columns	Ctrl + -

Delete contents of selected cells	**Delete**		Ungroup pivot table items	**Alt + Shift + ←**
Hide columns	**Ctrl + 0**		Hide (filter out) pivot table item	**Ctrl + -**
Hide rows	**Ctrl + 9**		Unhide (clear filter on) pivot table item	**Alt + H , S C**
Unhide rows	**Ctrl + Shift + 9**		Insert pivot chart	**Alt + N , S Z C**
Group rows or columns (with rows/columns selected)	**Alt + Shift + →**			
Ungroup rows or columns (with rows/columns selected)	**Alt + Shift + ←**			
Open Group Dialog Box (no rows/ cols selected)	**Alt + Shift + →**		**DIALOG BOXES**	
Open Ungroup Dialog Box	**Alt + Shift + ←**		Move to next control	**Tab**
Hide or show outline symbols	**Ctrl + 8**		Move to previous control	**Shift + Tab**
			Move to next tab	**Ctrl + Tab**
PIVOT TABLES			Move to previous tab	**Ctrl + Shift + Tab**
Create pivot table	**Alt + N , V**		Accept and apply	**Enter**
Select entire pivot table	**Ctrl + A**		Check and uncheck box	**Space**
Group pivot table items	**Alt + Shift + →**		Cancel and close the dialog box	**Esc**

Further Resources

We provide several free resources you can use including a blog, a forum, webinars and free training.

We also have paid, online courses which will teach you everything from the basics of Excel, financial modelling, equity research, advance PowerPoint, business valuation, analytics etc.

Free Resources

Blog	https://www.finxl.in/blog
Free Webinars	https://www.finxl.in/excel-webinars
Excel Forum	https://www.finxl.in/excel-forum
Free Training	https://www.finxl.in/free-registration
Weekly Newsletter	https://finxl.in/sign-up-for-100-excel-tips-and-tricks

Courses

Advance Excel	https://www.finxl.in/excel-dashboard-course
Financial Modeling	https://www.finxl.in/financial-modeling-course
Equity Research	https://www.finxl.in/equity-research-course
Advance Powerpoint	https://www.finxl.in/advance-powerpoint-course
HR Analytics	https://www.finxl.in/hr-analytics-course
Excel, Word, Outlook	https://www.finxl.in/microsoft-o-ce-online-training-courses