lurndo

Windows

Excel shortcuts

Every shortcut for Windows, by topic

For Excel for Microsoft 365 and Excel 2021 or 2024 on Windows; nearly everything also works in older versions. On many laptops you hold Fn for F1 to F12. Keys with a punctuation mark follow the US keyboard, the way Microsoft writes them: on other layouts a few may work differently.

The essentials

Know only these and you already work a lot faster.

Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Save	Ctrl + S
Find	Ctrl + F
Select the table, again for the whole sheet	Ctrl + A
Jump to the edge of your data	Ctrl + Arrow
Select to the edge of your data	Ctrl + Shift + Arrow
Edit the cell	F2
A new line in the same cell	Alt + Enter
The same entry in every selected cell	Ctrl + Enter
AutoSum	Alt + =
Switch between A1, A1, A$1 and $A1 While you type a formula.	F4
Flash Fill Excel spots your pattern and fills the rest of the column.	Ctrl + E
Format Cells	Ctrl + 1
Filter on or off	Ctrl + Shift + L
Show formulas instead of their results	Ctrl + `
Today's date	Ctrl + ;

Workbooks and printing

New blank workbook	Ctrl + N
Open a workbook	Ctrl + O or Ctrl + F12
Save	Ctrl + S
Save as	F12
Print, with a print preview	Ctrl + P
Close the workbook	Ctrl + W or Ctrl + F4
Quit Excel	Alt + F4
Go to the next open workbook	Ctrl + F6 or Ctrl + Tab
Help	F1
Workbook statistics (sheets, cells, formulas)	Ctrl + Shift + G

The ribbon, menus and windows

Press Alt and a letter appears on every tab and button: that way you run the whole ribbon without a mouse. The letters depend on the language of your Excel, so read them off rather than learning them by heart.

Show the key tips on the ribbon	Alt or F10
Expand or collapse the ribbon	Ctrl + F1
Go to the search box, to find any command	Alt + Q
The context menu (as with a right click)	Shift + F10 or Menu key
Move between sheet, ribbon, task pane and status bar	F6
Full screen on or off	Ctrl + Shift + F1
Zoom in	Ctrl + Alt + =
Zoom out	Ctrl + Alt + -
In a dialog, the next option	Tab
In a dialog, the previous option	Shift + Tab
In a dialog, the next tab	Ctrl + Tab
Close a dialog or menu without doing anything	Esc

Moving around a sheet

One cell along	Arrow
To the edge of the data region The first or last filled cell before an empty one.	Ctrl + Arrow
To the start of the row	Home
To cell A1	Ctrl + Home
To the last used cell	Ctrl + End
One screen down	PgDn
One screen up	PgUp
One screen to the right	Alt + PgDn
One screen to the left	Alt + PgUp
To the next sheet	Ctrl + PgDn
To the previous sheet	Ctrl + PgUp
Go to a cell, range or name	Ctrl + G or F5
Scroll back until the active cell is in view	Ctrl + Backspace
End mode, then to the next filled cell	End then Arrow

Selecting

Grow the selection by one cell	Shift + Arrow
Select to the edge of the data	Ctrl + Shift + Arrow
The whole column	Ctrl + Space
The whole row	Shift + Space

The region around the active cell, again for the whole sheet	Ctrl + A
The region around the active cell	Ctrl + Shift + *
To the start of the row	Shift + Home
To cell A1	Ctrl + Shift + Home
To the last used cell	Ctrl + Shift + End
Add one screen down	Shift + PgDn
Add one screen up	Shift + PgUp
Extend mode on or off (select with arrows, without Shift)	F8
Add a separate range to the selection	Shift + F8
Only the visible cells, without hidden rows Handy for copying a filtered list.	Alt + ;
Keep only the active cell	Shift + Backspace
To the next corner of the selection	Ctrl + .
Also select the next sheet	Ctrl + Shift + PgDn
Also select the previous sheet	Ctrl + Shift + PgUp

Entering data

Select a range first and Enter (Return on a Mac) and Tab stay inside it: that way you fill in a block without the mouse.

Confirm and go to the cell below	Enter
Confirm and go to the cell above	Shift + Enter
Confirm and go right	Tab
Confirm and go left	Shift + Tab
Cancel the entry	Esc
A new line in the same cell	Alt + Enter
The same entry in every selected cell	Ctrl + Enter
Fill down (copy the top cell downwards)	Ctrl + D
Fill right	Ctrl + R
Today's date A fixed date that no longer changes. For always today, use `=TODAY()`.	Ctrl + ;
The current time	Ctrl + Shift + :
Copy the formula from the cell above	Ctrl + '
Copy the value from the cell above	Ctrl + Shift + "
Flash Fill	Ctrl + E
Open the cell's drop-down list A data validation list, or what is already in the column.	Alt + ↓
Insert a hyperlink	Ctrl + K
Clear the contents, keep the formatting	Delete

Editing text in a cell

Press F2 or double-click the cell first; then these keys work in the cell or the formula bar.

Edit the cell	F2
To the start of the line	Home
To the end of the line	End
One word to the right	Ctrl + →
One word to the left	Ctrl + ←
Select to the end of the line	Shift + End
Select word by word	Ctrl + Shift + ← or Ctrl + Shift + →
Delete the character to the left	Backspace
Delete the character to the right	Delete
Delete to the end of the line	Ctrl + Delete
Expand or collapse the formula bar	Ctrl + Shift + U

Cut, paste and repeat

Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Paste Special (values, formats, transpose ...)	Ctrl + Alt + V
Paste values only New in Microsoft 365.	Ctrl + Shift + V
Insert copied cells, shifting the rest aside	Ctrl + Shift + +
Undo	Ctrl + Z
Redo	Ctrl + Y
Repeat the last action The same formatting, another row inserted, ... somewhere else.	F4 or Ctrl + Y

Formulas

Start a formula	=
AutoSum, a SUM below or next to your numbers	Alt + =
Switch between A1, A1, A$1 and $A1 Put the cursor in or after the reference.	F4
Insert a function	Shift + F3
The arguments dialog, after a function name Type `=IF`, for instance, then press the shortcut.	Ctrl + A
Insert the argument names, after a function name	Ctrl + Shift + A
Accept a suggested function or name	Tab
Work out part of a formula Select it in the formula bar. Esc puts the formula back.	F9
Enter an array formula Only in older Excel. In Microsoft 365, Enter is enough.	Ctrl + Shift + Enter
Show formulas instead of their results	Ctrl + `
Recalculate all open workbooks When calculation is set to manual.	F9
Recalculate the active sheet only	Shift + F9
Recalculate everything, fully	Ctrl + Alt + F9
Recheck dependencies and recalculate everything	Ctrl + Alt + Shift + F9
Formula tooltips on or off	Ctrl + Alt + P
The error checking menu (the green triangle)	Alt + Shift + F10

Names and tracing formulas

Name Manager	Ctrl + F3
Create names from the row or column labels of the selection	Ctrl + Shift + F3
Paste a name into your formula	F3
The cells the formula refers to directly	Ctrl + [
All cells the formula depends on, also indirectly	Ctrl + Shift + {
The formulas that refer directly to this cell	Ctrl +]
All formulas that depend on this cell	Ctrl + Shift + }
In the row, the cells that differ from the active cell	Ctrl + \
In the column, the cells that differ from the active cell	Ctrl + Shift + |
The whole array around the active cell	Ctrl + /

Formatting

Format Cells	Ctrl + 1
Format Cells, on the Font tab	Ctrl + Shift + F
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Strikethrough	Ctrl + 5
A border around the selection	Ctrl + Shift + &
Remove all borders	Ctrl + Shift + _
Hide or show objects	Ctrl + 6

Number formats

The character after Shift is that of a US keyboard: $ sits on the 4, % on the 5. If one doesn't work, every format is also in Format Cells.

General	Ctrl + Shift + ~
Number with two decimals and a thousands separator	Ctrl + Shift + !
Currency with two decimals	Ctrl + Shift + $
Percentage without decimals	Ctrl + Shift + %
Scientific, such as 1.23E+04	Ctrl + Shift + ^
Date	Ctrl + Shift + #
Time	Ctrl + Shift + @

Rows, columns and sheets

Select a whole row or column first: inserting or deleting then adds or removes a whole row or column straight away, without asking.

Insert cells, rows or columns	Ctrl + Shift + +
Delete cells, rows or columns	Ctrl + -
Hide rows	Ctrl + 9
Unhide rows Select the rows around the hidden ones.	Ctrl + Shift + 9
Hide columns	Ctrl + 0
Unhide columns Nothing happens? Windows sometimes uses this combination to switch keyboard language.	Ctrl + Shift + 0
Group rows or columns	Alt + Shift + →
Ungroup	Alt + Shift + ←
Show or hide the outline buttons	Ctrl + 8
Insert a new sheet	Shift + F11

Tables, filters and charts

Turn your data into a table	Ctrl + T or Ctrl + L
A table's total row on or off	Ctrl + Shift + T
Filter on or off	Ctrl + Shift + L
Open a column's filter menu On a cell in the header row.	Alt + ↓
Reapply the filter	Ctrl + Alt + L
Quick Analysis of the selection Formatting, charts and totals in one click.	Ctrl + Q
A chart next to your data	Alt + F1
A chart on a sheet of its own	F11
Refresh a PivotTable or query	Alt + F5
Refresh all data in the workbook	Ctrl + Alt + F5
Power Query Editor	Alt + F12

Notes, checking and macros

Insert or edit a note	Shift + F2
Insert or reply to a comment A conversation with colleagues in the cell.	Ctrl + Shift + F2
Select every cell with a note	Ctrl + Shift + O
Check spelling	F7
Look up synonyms	Shift + F7
View and run macros	Alt + F8
Visual Basic Editor (VBA)	Alt + F11

The function keys

What F1 to F12 do, without Shift, Ctrl or Alt.

Help	F1
Edit the cell	F2
Paste a name	F3
Switch between A1, A1, A$1 and $A1 Outside a formula, F4 repeats your last action.	F4
Go To	F5
To the next pane (sheet, ribbon, task pane)	F6
Check spelling	F7
Extend mode on or off	F8
Recalculate everything	F9
Key tips on the ribbon	F10
A chart on a sheet of its own	F11
Save as	F12

Mouse and keyboard together

Zoom in and out	Ctrl + scroll wheel
Scroll sideways	Ctrl + Shift + scroll wheel
Add separate cells to the selection	Ctrl + click
Extend the selection to the cell you click	Shift + click
Move cells and insert them Drag the edge of the selection.	Shift + drag
Copy cells by dragging Drag the edge of the selection.	Ctrl + drag
Fill down to the end of your data Double-click the fill handle, the small square at the bottom right of the selection.	double-click
Copy with the fill handle instead of making a series Or the other way round, when Excel copies where you wanted a series.	Ctrl + drag
Fit the column width to its contents Double-click the border between two column letters.	double-click
Copy a sheet Drag the sheet tab somewhere else.	Ctrl + drag
Snap a shape or chart to the cell borders	Alt + drag