# KEYBOARD SHORTCUTS

*in Excel*

– The Complete Package –

# Introduction (1/2): Start saving time immediately

Save time in Excel? Start with keyboard shortcuts! Keyboard shortcuts are one of the best ways to save time when using Microsoft Excel. Many of them are easy to learn. The best: You can start to save time immediately!

Besides saving time, keyboard shortcuts have two other major advantages:

1. You don't have to search the desired function within the complicated Excel menu.

2. You avoid clicking wrongly because you don't have to use the mouse.

# Introduction (2/2): What do you do with all the free time?

In this guide, we introduce you to 15 of the most important keyboard shortcuts in Microsoft Excel. We suggest, you start with the first one and try them one by one.

When you are done with these 15 shortcuts, we invite you to take a look at our print-out overview of the extended version of 33 shortcuts.

**The last question for you to answer: What do you do with all the free time?**

# Chapters in this guide

The different shortcut types quickly explained.

- **Basics**

15 shortcuts that every Excel user should know in detail.

- 15 selected keyboard shortcuts

- Print out for sticking under your screen

- Shortcuts lists

You want to know more? Check out these long lists of keyboard shortcuts in Excel

To simplify the learning, we've prepared a print-out for you. If you want to, you can stick them under your screen. Or you could use one of our desktop wallpaper.

Professor Excel

# There are two different types of keyboard shortcuts in Excel: Direct shortcuts and ribbon shortcuts

One way of speeding up Excel is to integrate keyboard shortcuts in your workflow. Excel experts hardly use a mouse at all, because using a mouse takes more time and is often not precise.

In total, there are more than 500 keyboard shortcuts in Excel. Which ones are important? Which shortcuts should you memorize?

Before we jump right in, let's talk a little bit of the different types of keyboard shortcuts. There are two main types of keyboard shortcuts:

1. Direct shortcuts.

2. Accessing the ribbon ("Alt" shortcuts).

# Type 1: "Direct" keyboard shortcuts

**Ctrl** + **! 1**
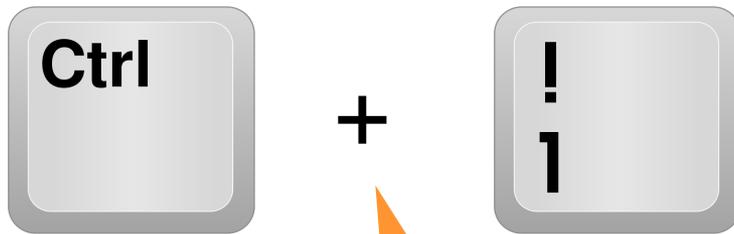
**Hold the Ctrl key and press 1 while still holding.**

The first type of keyboard shortcuts comprises all direct shortcuts. Some of them require the Ctrl key and others function keys (F1, F2, e.g.). One of the advantages is that they are usually shorter than ribbon shortcuts.

Furthermore, many of the direct shortcuts are the same in other Windows programs (Word, PowerPoint, Windows Explorer e.g.) or similar on other platforms (Mac). The disadvantage is that you have to remember them. Some may be easy to be memorized, while some are quite difficult.

When direct keyboard shortcuts are available, they are usually shown when you move the over a function on the ribbon. Wait some seconds and the corresponding description text will appear.

# Type 2: Access the ribbon with "Alt" keyboard shortcuts

**Alt**

**H**

**F**

**F**

**Press these keys after each other.**
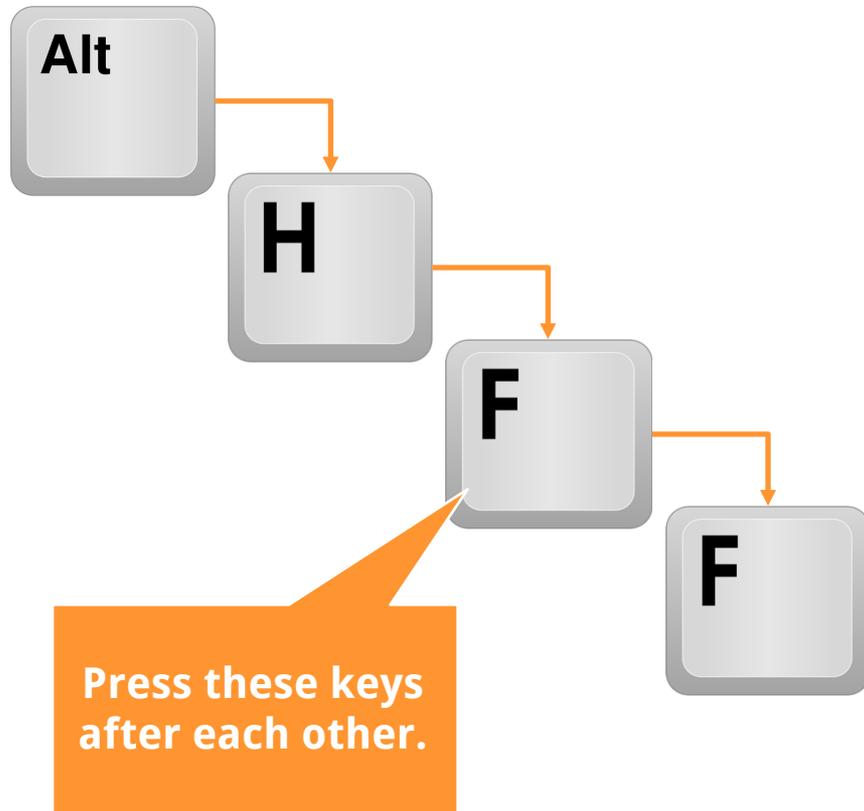
The second type of keyboard shortcuts accesses the ribbon. You can try it by pressing the Alt-key.

After pressing the Alt key, letters will be shown on the ribbon. Press one of these letters and the corresponding ribbon will open. New letters show how to access each specific function.

This type is easy to use as you are guided through it. You don't even have to remember the complete shortcut, but only on which ribbon your desired function is located.

# Let's jump right in with 15 selected keyboard shortcuts

- Basics

- **15 selected keyboard shortcuts**

- Print out for sticking under your screen

- Shortcuts lists

# Our first keyboard shortcut: Jump to end of the table with Ctrl + arrow keys
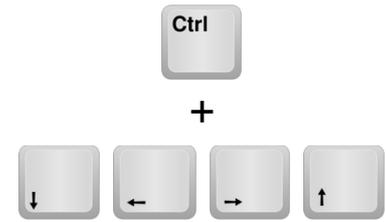


Let's start with an easy one. You probably know how to navigate through cells with the arrow keys in Excel.

Now you can take it to the next level: Press Ctrl and one of the arrow keys.

What happens? Correct, you jump.

- o If you are within a table, you jump to the end of the table as shown in the image on the left hand side.

- o If you are outside a table or list, you jump to the next cell with content or to the end of the current worksheet.

With just this keyboard shortcut you can already save a lot of time. Why don't you try it right away?

**This shortcut works also in other programs, e.g. Word. In Microsoft Word you jump word by word.**

# Select cells and cell ranges instantly with Ctrl + Shift + arrow keys
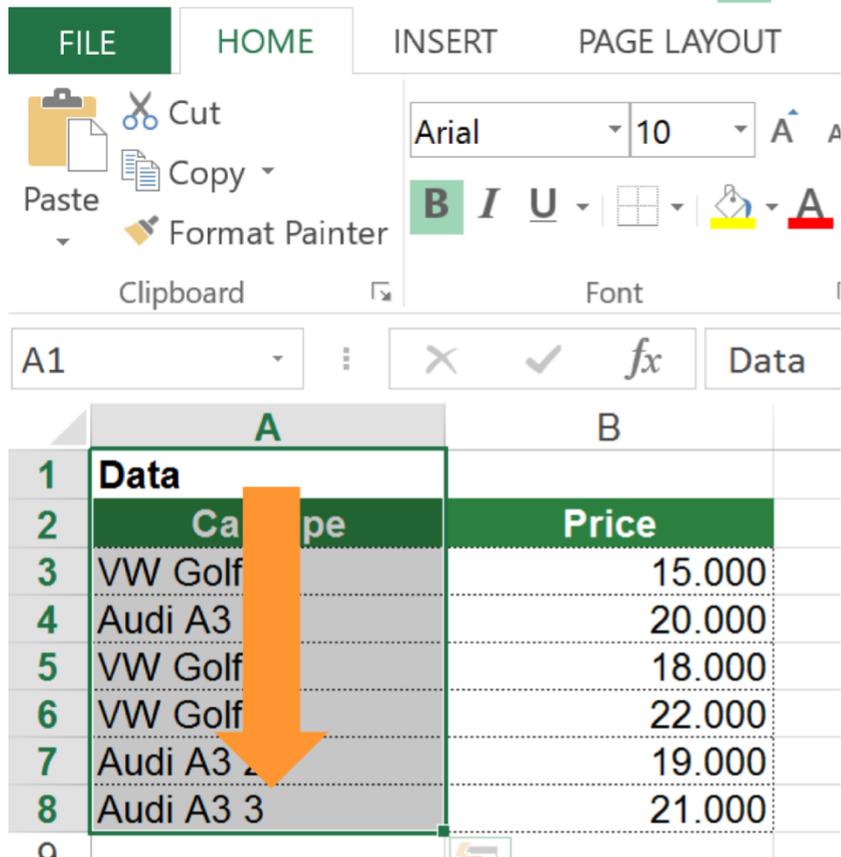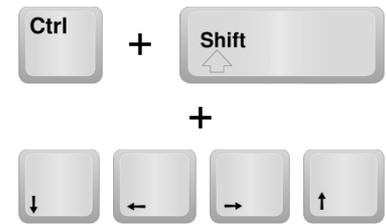
How do you select cells in Excel? Most people use the mouse to select a range of cells.

You can do it much faster: Hold the Shift key and use the arrow keys to select cells.

Now you can combine our first keyboard shortcut (number 1 on the page before) with Shift. Go to cell A1 like you can see on the left hand side. Instead of just jumping by pressing Ctrl + arrow down, you can select all those cells by also holding Shift at the same time.

The complete keyboard shortcut is: Ctrl + Shift + arrow down.
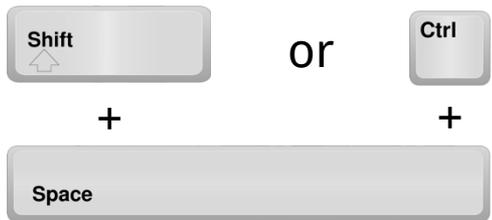
# Select the current row or column with just two keys

Shift or Ctrl

+ +

Space

This keyboard shortcut is very helpful if you want to select a row or column, for example for highlighting or adding grouping to it etc.

o Select the current row or column with just two keys: Press Shift + Space for selecting the current row.

o Selecting the current column works very similar. Instead of Shift, you press Ctrl + Space on the keyboard.

**You will also need this shortcut in combination with the following keyboard shortcuts number 4 and 5.**

| | A | B | C |
|---|---|---|---|
| 1 | **Data** | | |
| 2 | **Car type** | **Price** | |
| 3 | VW Golf 1 | 15.000 | |
| 4 | Audi A3 1 | 20.000 | |
| 5 | VW Golf 2 | 18.000 | |
| 6 | VW Golf 3 | 22.000 | |
| 7 | Audi A3 2 | 19.000 | |
| 8 | Audi A3 3 | 21.000 | |
| 9 | | | |

A5 — VW Golf 2

Professor Excel

# Insert or delete a row or column with Ctrl + "+" or Ctrl + "-"
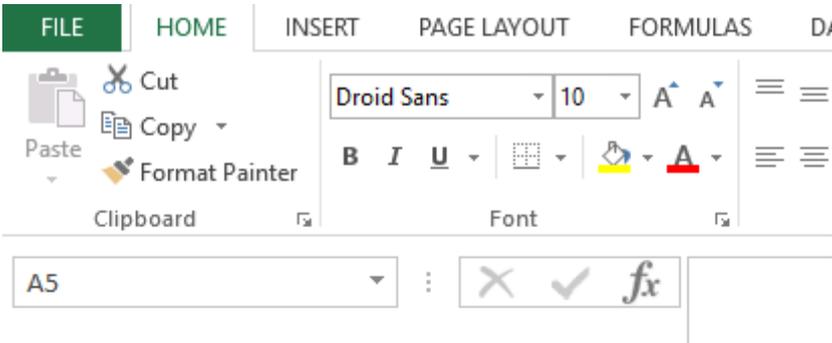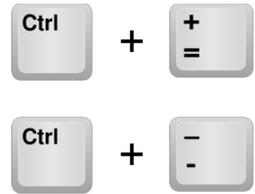
Ctrl + +=

Ctrl + −-

Our previous shortcut number 3 was about how to select entire rows or columns. Once you've done that – what is usually the next step? Highlighting it, copying and pasting it – and even more often inserting a new row or column or deleting them.

So once you've selected a row or column, press

- o Ctrl + "+" for inserting a new row or column before the selected one.

- o Ctrl + "-" for deleting the currently selected row or column.

**You can also just insert or remove selected cells (not rows and columns) with Ctrl + "+" or Ctrl + "-".**

Professor Excel

# Group or ungroup easily with Alt + Shift + arrow right or arrow left
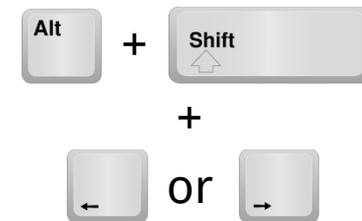
Alt + Shift + ← or →

With the previous keyboard shortcut number 3 you've learned how to select the entire row or column. This one is the next step: Group or ungroupd a row or column grouping.

- Press Alt + Shift + arrow right for adding grouping.
- Simply remove it with Alt + Shift + Arrow left.

This shortcut works on both rows and columns, depending on what you've selected before.

**Don't use the hide function for hiding rows and columns (unless you really don't want them to be found). Instead, use the grouping function.**

| | A | B |
|---|---|---|
| 1 | Data | |
| 2 | Car type | Price |
| 3 | VW Golf 1 | 15.000 |
| 4 | Audi A3 1 | 20.000 |
| 5 | VW Golf 2 | 18.000 |
| 6 | VW Golf 3 | 22.000 |
| 7 | Audi A3 2 | 19.000 |
| 8 | Audi A3 3 | 21.000 |
| 9 | | |

B5 = 18000

# Enter a cell by pressing F2

Very often you want to enter a cell, for example, for changing the values or formulas. When you navigate to a cell and just start typing, you overwrite the existing content. So how to enter a cell?

Actually, it's very easy: Just press F2 on the keyboard. When you are done editing, just press Enter on the keyboard. Or press Esc to cancel.

**This keyboard shortcut is extremely useful, as you can use it also in the Windows Explorer. When you select a file in the Windows Explorer, you can change the file name by pressing F2.**

**7**

# Add $ sign to a cell reference in a formula with F4

F4



The $-sign has a special meaning in Excel. It fixes the cell range in formulas. So if you copy and paste a formula with $-signs, the fixed cell ranges won't change or adapt.

Adding the $-sign is often very troublesome. The keyboard shortcut simplifies that process. When entering a formula, press F4 on the keyboard and the current cell range is fixed with $-signs.

**Please note: This only works when you enter formulas. It doesn't work when you are "outside" the cell and not in "typing mode".**

# Repeat last action with F4

F4



You've highlighted a cell in yellow color. Now you want to repeat this action. Instead of searching for the yellow fill color again, just press F4.

You probably wonder now: F4 again? Our previous keyboard shortcut was already using the F4 key.

The difference: Repeat an action with F4 when you are "outside" the cell. It doesn't work when you are inside an Excel cell typing a formula.

# Keyboard shortcut for inserting a line break: Alt + Enter

| Alt | + | Enter |



How often do you enter text into an Excel cell? Almost all Excel workbooks contain some kind of text. So the probability is high that you also need this shortcut:

Add a line break within an Excel cell. Press Alt + Enter and you immediately get a line break.

**Note: This keyboard shortcut only works when you are typing into an Excel cell. It doesn't work when you aren't entering text.**

# Quickly open the Format Cells window with Ctrl + 1
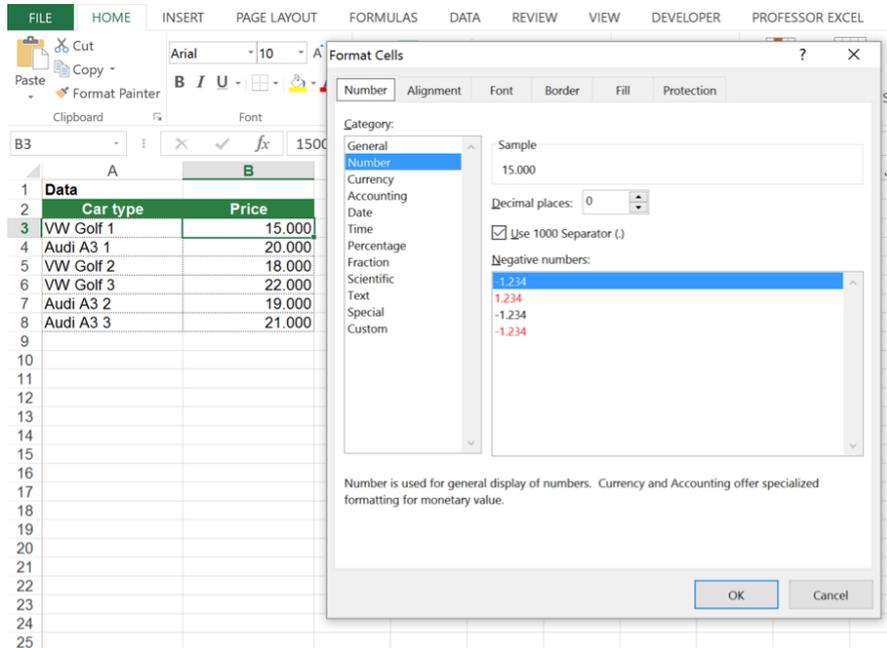
Ctrl + ! 1



Formatting cells often takes a lot of time. But there is a shortcut which speeds up the process.

Press Ctrl + 1 the keyboard and the window for setting the cell format will open instantly. Why don't you try it right way?

**Unfortunately, this shortcut doesn't work in other Microsoft Office programs. For example, in PowerPoint you press Ctrl + T for opening the format text window.**

# Insert a new worksheet with Alt + Shift + F1
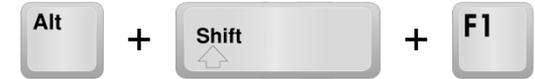
Alt + Shift + F1

This keyboard shortcut is rather unknown – but not less helpful. Insert a new worksheet in Excel. Just press Alt + Shift + F1.

Especially if you want to insert several worksheets it can save you a lot of time.

mparisonIF **Sheet1** KeyboardS

**One more advice: Hold the Ctrl key while you drag & drop a worksheet. What happens? Correct, you copy the worksheet instead of moving it.**

# Rename the current worksheet without using the mouse: Just press Alt → O → H → R
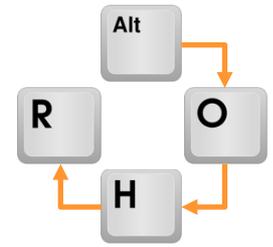
How do you rename a worksheet in Excel? Double click on the sheet name?

There is a faster way: Press the following keys after each other:

Alt → O → H → R

Now you can start typing in order to rename the sheet.

**Keyboard_Shortcuts**

> **There are some similar shortcuts for hiding or unhiding worksheets. Those shortcuts also start with Alt → O → H. But instead of R in the end you press H for hiding and U for unhiding.**

**13**

# Freeze panes with Alt → W → F → F
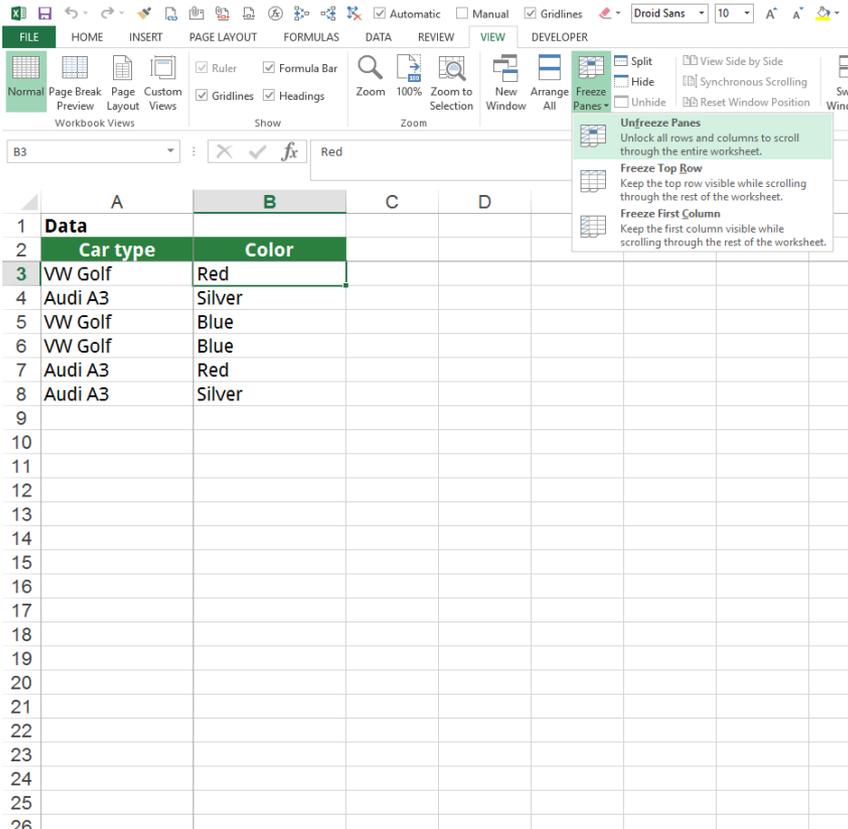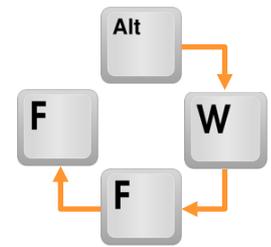


Your worksheet is larger than your screen? When you scroll up and down, the header row of your data is invisible? Then you can make the header row or a column stick to the top of the screen (or on the left hand side in case of a column).

Type Alt → W → F → F one after another.

With this shortcut you either set the or you remove the freezing, depending on if it is set already.

# Add filters to your table with Ctrl + Shift + L or alternatively Alt → D → F → F

Ctrl + Shift + L

or

Alt → D → F → F



Adding, removing and changing filters is a common task when working with data:

- When there is no filter inserted yet, you add it by pressing Ctrl + Shift + L.

- If you got a filter already, you can remove it by pressing the same keyboard shortcut.

- If you want to change the range of an existing filter (e.g. because you've added some data), repeat the keyboard shortcut two times.

Actually, there is one more (simple) version for this shortcut: Alt → D → F → F. The advantage: It's very similar to our previous shortcut number 13. Also, the sequence might be easy to remember: Data → Filter → Filter.

**In order to make sure, that all your data is regarded in your filter, select the whole table first before you add the filter.**

# Clear filters with Alt → A → C or Alt → D → F → S
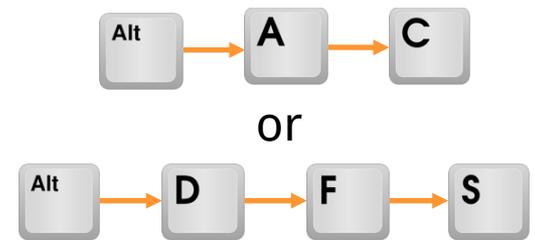
Let's say you've just filtered data with the filter option in Excel as in the image on the left hand side. Now you want to clear all filters at the same time. What do you do?

Either you click on the little clear button in the center of the Data ribbon, or you can be even faster with this shortcut:

Alt → A → C

As so often, there is an alternative, which might be easier for you to remember:

Alt → D → F → S. Why easier? Because it's the sequence Data → Filter → Show all.

# Bonus: Paste special



Ctrl + Alt + V → F V T E L



*Paste Special dialog box*
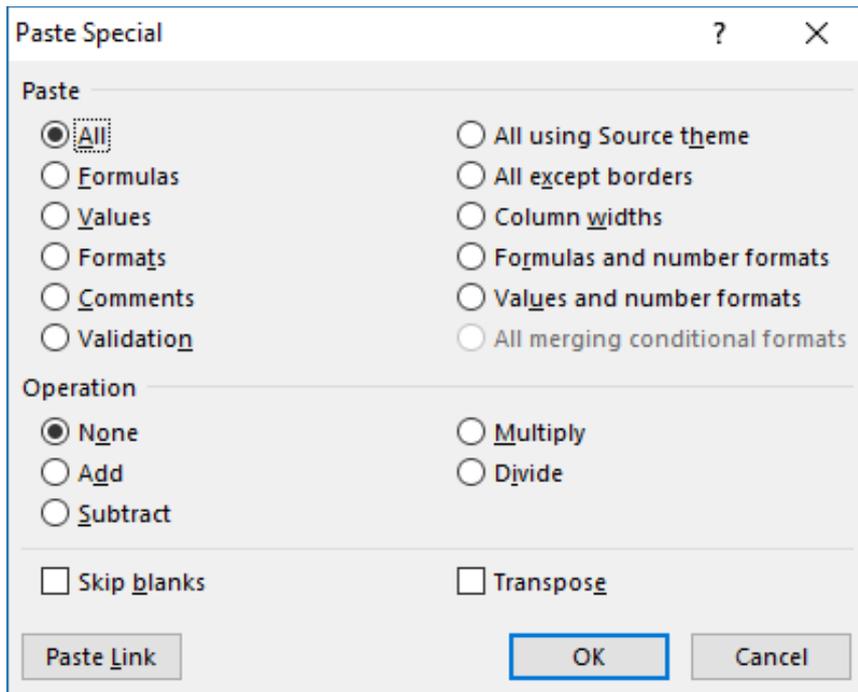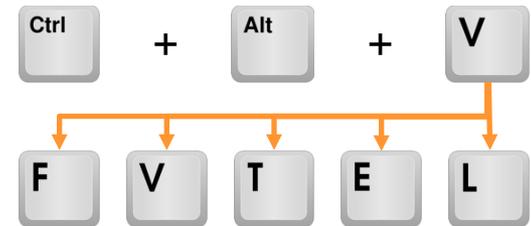
You've probably heard of "Paste Special". Instead of normally inserting data, you can choose some special operations.

Simply copy data (Ctrl + C) and paste it with Ctrl + Alt + V. Now the "Paste Special" window opens. Press any of the underlined letters for selecting the corresponding option.

The most important ones are Ctrl + Alt + V →

- o  F for inserting formulas (no formatting),
- o  V for values only,
- o  T for the formats, similar to the "Format Painter",
- o  E for transposing the data (switch rows and columns),
- o  L for pasting links to the copied cells.

# Now it's your turn to practice

- Basics

- 10 selected keyboard shortcuts

- **Print out for sticking under your screen**

- Shortcuts lists

# Printout for Windows: Print out this page, cut it and stick it under your screen

| Professor Excel's Keyboard Shortcuts for Microsoft Excel 2010 und 2013 (Windows) | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Action** | **Shortcut** | **Type** | **Action** | **Shortcut** | **Type** | **Action** | **Shortcut** | **Type** |
| Copy | Ctrl + c | Copy & Paste | Cell Format | Ctrl + 1 | Cell Format | Calculate worksheets | F9 | Calculate |
| Paste | Ctrl + v | | Format as % | Ctrl + % | | Calculate active worksheet | Shift + F9 | |
| Paste Special | Ctrl + Alt + v | | Format as Number | Ctrl + ! | | Force recalculate all | Ctrl + Alt + F9 | |
| Select Row | Shift + Space | Select & Navigate | Add Autofilter | Ctrl + Shift + l ("L") | Filter | Go To Special | F5 → Alt + s | Search |
| Select Column | Ctrl + Space | | Clear Filter | Alt → a → c | | Find | Ctrl + f | |
| Jump to End | Ctrl + Arrow | | Show Dropdown List | Alt + Arrow down | | Replace | Ctrl + h | |
| Mark + Jump to End | Shift + Ctrl + Arrow | | Hide Sheet | Alt → o → h → h | Worksheet functions | Delete/ insert Row/ Column | Ctrl + - / Ctrl + + | Others |
| Group | Alt + Shift + Arrow right | Group & Ungroup | Unhide Sheet | Alt → o → h → u | | Open Data Validation | Alt + d + l ("L") | |
| Ungroup | Alt + Shift + Arrow left | | Rename Sheet | Alt → o → h → r | | Create Pivot Table | Alt → n → v | |
| Add $ in Formula | F4 (in Cell) | In Cell | Insert new Worksheet | Alt + Shift + F1 | | Repeat last Action | F4 (not in Cell) | |
| Line break within Cell | Alt + Enter (in Cell) | | Go to next/ previous Sheet | Ctrl + Page up/ Page down | | Enter Cell | F2 | |

→ = press keys after each other     + = press keys at the same time     () = additional hint     Note: Some shortcuts (such as "%" or "!") may require additional keys (such as "Shift")

# Printout Mac: Mac users can print out this page, cut it and stick this under the screen

**Professor Excel's Keyboard Shortcuts for Microsoft Excel 2011 (Mac)**

| Action | Shortcut | Type | Action | Shortcut | Type | Action | Shortcut | Type |
|---|---|---|---|---|---|---|---|---|
| Copy | ⌘ + c | Copy & Paste | Cell Format | ⌘ + 1 | Cell Format | Go To Special | F5 → ⌘ + s | Search |
| Paste | ⌘ + v | | Format as % | ^ + ⇧ + % | | Find | ⌘ + f | |
| Paste Special | ⌘ + ⇧ + v | | Format as Number | ^ + ⇧ + ! | | Replace | ^ + h | |
| Select Row | ⇧ + Space | Select & Navigate | Add Autofilter | ⌘ + ⇧ + f | Filter | Save as | ⌘ + ⇧ + s | Worksheet functions |
| Select Column | ^ + Space | | Show Dropdown List | ⌥ + Arrow down | | Insert new Worksheet | ⇧ + F11 | |
| Jump to End | ⌘ + Arrow | | Add $ in Formula | ⌘ + t | In Cell | Go to next/ previous Sheet | Fn + ^ + Arrow up/ down | |
| Mark + Jump to End | ⌘ + ⇧ + Arrow | | Line break within Cell | ⌥ + ⌘ + ↵ | | Delete/ insert Row/ Column | ^ + - / ^ + + | Others |
| Group | ⌘ + ⇧ + k | Group & Ungroup | Calculate all worksheets | fn + F9 | Calculate | Create Pivot Table | fn + F11 | |
| Ungroup | ⌘ + ⇧ + j | | Calculate active worksheet | fn + ⇧ + F9 | | Repeat last Action | ^ + y | |
| | | | | | | Enter Cell | ^ + u | |

^ = ctrl    ⌘ = cmd    ⇧ = Shift    ⌥ = alt    ↵ = Enter    → = press keys after each other    + = press keys at the same time    Note: Some shortcuts (such as "%" or "!") may require additional keys (such as ⇧)

| Action | Shortcut | Type | Action | Shortcut | Type | Action | Shortcut | Type |
|---|---|---|---|---|---|---|---|---|
| Copy | Ctrl + c | Copy & Paste | Cell Format | Ctrl + 1 | Cell Format | Calculate worksheets | F9 | Calculate |
| Paste | Ctrl + v | | Format as % | Ctrl + % | | Calculate active worksheet | Shift + F9 | |
| Paste Special | Ctrl + Alt + v | | Format as Number | Ctrl + ! | | Force recalculate all | Ctrl + Alt + F9 | |
| Select Row | Shift + Space | | Add Autofilter | Ctrl + Shift + l ("L") | | Go To Special | F5 → Alt + s | |
| Select Column | Ctrl + Space | Select & Navigate | Clear Filter | Alt → a → c | Filter | Find | Ctrl + f | Search |
| Jump to End | Ctrl + Arrow | | Show Dropdown List | Alt + Arrow down | | Replace | Ctrl + h | |
| Mark + Jump to End | Shift + Ctrl + Arrow | | Hide Sheet | Alt → o → h → h | | Delete/ insert Row/ Column | Ctrl + - / Ctrl + + | |
| Group | Alt + Shift + Arrow right | Group & Ungroup | Unhide Sheet | Alt → o → h → u | Worksheet functions | Open Data Validation | Alt + d + l ("L") | Others |
| Ungroup | Alt + Shift + Arrow left | | Rename Sheet | Alt → o → h → r | | Create Pivot Table | Alt → n → v | |
| Add $ in Formula | F4 (in Cell) | In Cell | Insert new Worksheet | Alt + Shift + F1 | | Repeat last Action | F4 (not in Cell) | |
| Line break within Cell | Alt + Enter (in Cell) | | Go to next/ previous Sheet | Ctrl + Page up/ Page down | | Enter Cell | F2 | |

→ = press keys after each other       + = press keys at the same time       () = additional hint       Note: Some shortcuts (such as "%" or "!") may require additional keys (such as "Shift")

Professor Excel

| Action | Shortcut | Type |
|---|---|---|
| Copy | Ctrl + c | Copy & Paste |
| Paste | Ctrl + v | |
| Paste Special | Ctrl + Alt + v | |
| Select Row | Shift + Space | Select & Navigate |
| Select Column | Ctrl + Space | |
| Jump to End | Ctrl + Arrow | |
| Mark + Jump to End | Shift + Ctrl + Arrow | |
| Group | Alt + Shift + Arrow right | Group & Ungroup |
| Ungroup | Alt + Shift + Arrow left | |
| Add $ in Formula | F4 (in Cell) | In Cell |
| Line break within Cell | Alt + Enter (in Cell) | |

| Action | Shortcut | Type |
|---|---|---|
| Cell Format | Ctrl + 1 | Cell Format |
| Format as % | Ctrl + % | |
| Format as Number | Ctrl + ! | |
| Add Autofilter | Ctrl + Shift + l *("L")* | Filter |
| Clear Filter | Alt → a → c | |
| Show Dropdown List | Alt + Arrow down | |
| Hide Sheet | Alt → o → h → h | Worksheet functions |
| Unhide Sheet | Alt → o → h → u | |
| Rename Sheet | Alt → o → h → r | |
| Insert new Worksheet | Alt + Shift + F1 | |
| Go to next/ previous Sheet | Ctrl + Page up/ Page down | |

| Action | Shortcut | Type |
|---|---|---|
| Calculate worksheets | F9 | Calculate |
| Calculate active worksheet | Shift + F9 | |
| Force recalculate all | Ctrl + Alt + F9 | |
| Go To Special | F5 → Alt + s | |
| Find | Ctrl + f | Search |
| Replace | Ctrl + h | |
| Delete/ insert Row/ Column | Ctrl + - / Ctrl + + | Others |
| Open Data Validation | Alt + d + l *("L")* | |
| Create Pivot Table | Alt → n → v | |
| Repeat last Action | F4 (not in Cell) | |
| Enter Cell | F2 | |

→ = press keys after each other    + = press keys at the same time    () = additional hint    Note: Some shortcuts (such as "%" or "!") may require additional keys (such as "Shift")

Professor Excel

# You still want to learn more? Check out these shorcut lists

- Basics

- 10 selected keyboard shortcuts

- Print out for sticking under your screen

- **Shortcuts lists**

# Work in the Ribbon tabs and menus with the keyboard

| Action | Shortcut |
|---|---|
| Select the active tab of the Ribbon, and activate the access keys. | Alt or F10. To move to a different tab, use access keys or the arrow keys. |
| Move the focus to commands on the Ribbon. | Tab or Shift+Tab |
| Move down, up, left, or right, respectively, among the items on the Ribbon. | The Down Arrow, Up Arrow, Left Arrow, or Right Arrow key |
| Activate a selected button. | Spacebar or Enter |
| Open the list for a selected command. | The Down Arrow key |
| Open the menu for a selected button. | Alt+Down Arrow |
| When a menu or submenu is open, move to the next command. | Down Arrow key |
| Expand or collapse the Ribbon. | Ctrl+F1 |
| Open a context menu. | Shift+F10 or Context key |
| Move to the submenu when a main menu is open or selected. | Left Arrow key |
| Select the active tab of the Ribbon, and activate the access keys. | Alt or F10. To move to a different tab, use access keys or the arrow keys. |
| Move the focus to commands on the Ribbon. | Tab or Shift+Tab |
| Move down, up, left, or right, respectively, among the items on the Ribbon. | The Down Arrow, Up Arrow, Left Arrow, or Right Arrow key |
| Activate a selected button. | Spacebar or Enter |
| Open the list for a selected command. | The Down Arrow key |
| Open the menu for a selected button. | Alt+Down Arrow |
| When a menu or submenu is open, move to the next command. | Down Arrow key |

# Frequently used

| Action | Shortcut |
|---|---|
| Close a spreadsheet | Ctrl+W |
| Open a spreadsheet | Ctrl+O |
| Go to the Home tab | Alt+H |
| Save a spreadsheet | Ctrl+S |
| Copy | Ctrl+C |
| Paste | Ctrl+V |
| Undo | Ctrl+Z |
| Remove cell contents | Delete key |
| Choose a fill color | Alt+H, H |
| Cut | Ctrl+X |
| Go to Insert tab | Alt+N |
| Bold | Ctrl+B |
| Center align cell contents | Alt+H, A, then C |
| Go to Page Layout tab | Alt+P |
| Go to Data tab | Alt+A |
| Go to View tab | Alt+W |
| Format a cell from context menu | Shift+F10, or Context key |
| Add borders | Alt+H, B |
| Delete column | Alt+H,D, then C |
| Go to Formula tab | Alt+M |

# Navigate in cells

| Action | Shortcut |
|---|---|
| Move to the previous cell in a worksheet or the previous option in a dialog box. | Shift+Tab |
| Move one cell up in a worksheet. | Up Arrow key |
| Move one cell down in a worksheet. | Down Arrow key |
| Move one cell left in a worksheet. | Left Arrow key |
| Move one cell right in a worksheet. | Right Arrow key |
| Move to the edge of the current data region in a worksheet. | Ctrl+arrow key |
| Enter End mode, move to the next nonblank cell in the same column or row as the active cell, and turn off End mode. If the cells are blank, move to the last cell in the row or column. | End, arrow key |
| Move to the last cell on a worksheet, to the lowest used row of the rightmost used column. | Ctrl+End |
| Extend the selection of cells to the last used cell on the worksheet (lower-right corner). | Ctrl+Shift+End |
| Move to the cell in the upper-left corner of the window when Scroll Lock is turned on. | Home+Scroll Lock |
| Move to the beginning of a row in a worksheet. Home Move to the beginning of a worksheet. | Ctrl+Home |
| Move one screen down in a worksheet. | Page Down |
| Move to the next sheet in a workbook. | Ctrl+Page Down |
| Move one screen to the right in a worksheet. | Alt+Page Down |
| Move one screen up in a worksheet. | Page Up |
| Move one screen to the left in a worksheet. | Alt+Page Up |
| Move to the previous sheet in a workbook. | Ctrl+Page Up |
| Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells. | Tab |

Professor Excel

# Make selections and perform actions

| Action | Shortcut |
|---|---|
| Select the entire worksheet. | Ctrl+A or Ctrl+Shift+Spacebar |
| Select the current and next sheet in a workbook. | Ctrl+Shift+Page Down |
| Select the current and previous sheet in a workbook. | Ctrl+Shift+Page Up |
| Extend the selection of cells by one cell. | Shift+arrow key |
| Extend the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, to the next nonblank cell. | Ctrl+Shift+arrow key |
| Turn extend mode on and use the arrow keys to extend a selection. Press again to turn off. | Turn extend mode on and use the arrow keys to extend a selection. Press again to turn off. F8 |
| Add a non-adjacent cell or range to a selection of cells by using the arrow keys. | Shift+F8 |
| Start a new line in the same cell. | Alt+Enter |
| Fill the selected cell range with the current entry. | Ctrl+Enter |
| Complete a cell entry and select the cell above. | Shift+Enter |
| Select an entire column in a worksheet. | Ctrl+Spacebar |
| Select an entire row in a worksheet. | Shift+Spacebar |
| Select all objects on a worksheet when an object is selected. | Ctrl+Shift+Spacebar |
| Extend the selection of cells to the beginning of the worksheet. | Ctrl+Shift+Home |
| Select the current region if the worksheet contains data. Press a second time to select the current region and its summary rows. Press a third time to select the entire worksheet. | Ctrl+A or Ctrl+Shift+Spacebar |
| Select the current region around the active cell or select an entire PivotTable report. | Ctrl+Shift+asterisk (*) |
| Select the first command on the menu when a menu or submenu is visible. | Home |
| Repeat the last command or action, if possible. | Ctrl+Y |
| Undo the last action. | Ctrl+Z |

Professor Excel

# Format cells (1/2)

| Action | Shortcut |
|---|---|
| Format a cell by using the Format Cells dialog box. | Ctrl+1 |
| Format fonts in the Format Cells dialog box. | Ctrl+Shift+F or Ctrl+Shift+P |
| Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference. | F2 |
| Add or edit a cell comment. | Shift+F2 |
| Insert blank cells with the Insert dialog box. | Ctrl+Shift+Plus (+) |
| Display the Delete dialog box to delete selected cells. | Ctrl+Minus (-) |
| Enter the current time. | Ctrl+Shift+colon (:) |
| Enter the current date. | Ctrl+semi-colon (;) |
| Switch between displaying cell values or formulas in the worksheet. | Ctrl+grave accent (`) |
| Copy a formula from the cell above the active cell into the cell or the Formula Bar. | Ctrl+apostrophe (') |
| Move the selected cells. | Ctrl+X |
| Copy the selected cells. | Ctrl+C |
| Paste content at the insertion point, replacing any selection. | Ctrl+V |
| Paste content by using the Paste Special dialog box. | Ctrl+Alt+V |
| Italicize text or remove italic formatting. | Ctrl+I or Ctrl+3 |
| Bold text or remove bold formatting. | Ctrl+B or Ctrl+2 |
| Underline text or remove underline. | Ctrl+U or Ctrl+4 |
| Apply or remove strikethrough formatting. | Ctrl+5 |
| Switch between hiding objects, displaying objects, and displaying placeholders for objects. | Ctrl+6 |

# Format cells (2/2)

| Action | Shortcut |
|---|---|
| Apply an outline border to the selected cells. | Ctrl+Shift+ampersand (&) |
| Remove the outline border from the selected cells. | Ctrl+Shift+underline (_) |
| Display or hide the outline symbols. | Ctrl+8 |
| Hide the selected rows. | Ctrl+9 |
| Hide the selected columns. | Ctrl+0 |
| Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below. | Ctrl+D |
| Use the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right. | Ctrl+R |
| Apply the General number format. | Ctrl+Shift+tilde (~) |
| Apply the Currency format with two decimal places (negative numbers in parentheses). | Ctrl+Shift+dollar sign ($) |
| Apply the Percentage format with no decimal places. | Ctrl+Shift+percent (%) |
| Apply the Scientific number format with two decimal places. | Ctrl+Shift+caret (^) |
| Apply the Date format with the day, month, and year. | Ctrl+Shift+number sign (#) |
| Apply the Time format with the hour and minute, and AM or PM. | Ctrl+Shift+at sign (@) |
| Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values. | Ctrl+Shift+exclamation point (!) |
| Create or edit a hyperlink. | Ctrl+K |
| Check spelling in the active worksheet or selected range. | F7 |
| Display the Quick Analysis options for selected cells that contain data. | Ctrl+Q |
| Display the Create Table dialog box. | Ctrl+L or Ctrl+T |

Professor Excel

# Work with data, functions, and the formula bar

| Action | Shortcut |
|---|---|
| Select an entire PivotTable report. | Ctrl+Shift+ asterisk (*) |
| Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference. | F2 |
| Expand or collapse the formula bar. | Ctrl+Shift+U |
| Cancel an entry in the cell or Formula Bar. | Esc |
| Complete an entry in the formula bar and select the cell below. | Enter |
| Move the cursor to the end of the text when in the formula bar. | Ctrl+End |
| Select all text in the formula bar from the cursor position to the end. | Ctrl+Shift+End |
| Calculate all worksheets in all open workbooks. | F9 |
| Calculate the active worksheet. | Shift+F9 |
| Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation. | Ctrl+Alt+F9 |
| Check dependent formulas, and then calculate all cells in all open workbooks, including cells not marked as needing to be calculated. | Ctrl+Alt+Shift+F9 |
| Display the menu or message for an Error Checking button. | Alt+Shift+F10 |
| Display the Function Arguments dialog box when the insertion point is to the right of a function name in a formula. | Ctrl+A |

| Action | Shortcut |
|---|---|
| Insert argument names and parentheses when the insertion point is to the right of a function name in a formula. | Ctrl+Shift+A |
| Invoke Flash Fill to automatically recognize patterns in adjacent columns and fill the current column | Ctrl+E |
| Cycle through all combinations of absolute and relative references in a formula if a cell reference or range is selected. | F4 |
| Insert a function. | Shift+F3 |
| Copy the value from the cell above the active cell into the cell or the formula bar. | Ctrl+Shift+straight quotation mark (") |
| Create an embedded chart of the data in the current range. | Alt+F1 |
| Create a chart of the data in the current range in a separate Chart sheet. | F11 |
| Define a name to use in references. | Alt+M, M, D |
| Paste a name from the Paste Name dialog box (if names have been defined in the workbook. | F3 |
| Move to the first field in the next record of a data form. | Enter |
| Create, run, edit, or delete a macro. | Alt+F8 |
| Open the Microsoft Visual Basic For Applications Editor. | Alt+F11 |

Professor Excel

# Function keys (1/2)

| Key | Function |
|---|---|
| F1 | Displays the Excel Help task pane. |
| | Ctrl+F1 displays or hides the ribbon. |
| | Alt+F1 creates an embedded chart of the data in the current range. |
| | Alt+Shift+F1 inserts a new worksheet. |
| F2 | Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference. |
| | Shift+F2 adds or edits a cell comment. |
| | Ctrl+F2 displays the print preview area on the Print tab in the Backstage view. |
| F3 | Displays the Paste Name dialog box. Available only if names have been defined in the workbook (Formulas tab,Defined Names group, Define Name). |
| | Shift+F3 displays the Insert Function dialog box. |
| F4 | Repeats the last command or action, if possible. |
| | When a cell reference or range is selected in a formula, F4 cycles through all the various combinations of absolute and relative references. |
| | Ctrl+F4 closes the selected workbook window. |
| | Alt+F4 closes Excel. |
| F5 | Displays the Go To dialog box. |
| | Ctrl+F5 restores the window size of the selected workbook window. |
| F6 | Switches between the worksheet, ribbon, task pane, and Zoom controls. In a worksheet that has been split (Viewmenu, Manage This Window, Freeze Panes, Split Window command), F6 includes the split panes when switching between panes and the ribbon area. |
| | Shift+F6 switches between the worksheet, Zoom controls, task pane, and ribbon. |
| | Ctrl+F6 switches to the next workbook window when more than one workbook window is open. |

Professor Excel

# Function keys (2/2)

| Key | Function |
|-----|----------|
| F7 | Displays the Spelling dialog box to check spelling in the active worksheet or selected range. |
| | Ctrl+F7 performs the Move command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press Enter, or Esc to cancel. |
| F8 | Turns extend mode on or off. In extend mode, Extended Selection appears in the status line, and the arrow keys extend the selection. |
| | Shift+F8 enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys. |
| | Ctrl+F8 performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized. |
| | Alt+F8 displays the Macro dialog box to create, run, edit, or delete a macro. |
| F9 | Calculates all worksheets in all open workbooks. |
| | Shift+F9 calculates the active worksheet. |
| | Ctrl+Alt+F9 calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation. |
| | Ctrl+Alt+Shift+F9 rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated. |
| | Ctrl+F9 minimizes a workbook window to an icon. |
| F10 | Turns key tips on or off. (Pressing Alt does the same thing.) |
| | Shift+F10 displays the shortcut menu for a selected item. |
| | Alt+Shift+F10 displays the menu or message for an Error Checking button. |
| | Ctrl+F10 maximizes or restores the selected workbook window. |
| F11 | Creates a chart of the data in the current range in a separate Chart sheet. |
| | Shift+F11 inserts a new worksheet. |
| F12 | Displays the Save As dialog box. |

Professor Excel

# Other useful shortcut keys (1/3)

| Key | Function |
|-----|----------|
| Alt | Displays the Key Tips (new shortcuts) on the ribbon. |
| | For example, |
| | Alt, W, P switches the worksheet to Page Layout view. |
| | Alt, W, L switches the worksheet to Normal view. |
| | Alt, W, I switches the worksheet to Page Break Preview view. |
| Arrow Keys | Move one cell up, down, left, or right in a worksheet. |
| | Ctrl+Arrow Key moves to the edge of the current data region in a worksheet. |
| | Shift+Arrow Key extends the selection of cells by one cell. |
| | Ctrl+Shift+Arrow Key extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell. |
| | Left Arrow or Right Arrow selects the tab to the left or right when the ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu. When a ribbon tab is selected, these keys navigate the tab buttons. |
| | Down Arrow or Up Arrow selects the next or previous command when a menu or submenu is open. When a ribbon tab is selected, these keys navigate up or down the tab group. |
| | In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options. |
| | Down Arrow or Alt+Down Arrow opens a selected drop-down list. |
| Backspace | Deletes one character to the left in the Formula Bar. |
| | Also clears the content of the active cell. |
| | In cell editing mode, it deletes the character to the left of the insertion point. |
| Delete | Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments. |

Professor Excel

# Other useful shortcut keys (2/3)

| Key | Function |
|-----|----------|
| End | End turns End mode on or off. In End mode, you can press an arrow key to move to the next nonblank cell in the same column or row as the active cell. End mode turns off automatically after pressing the arrow key. Make sure to press End again before pressing the next arrow key. End mode is shown in the status bar when it is on. |
| | If the cells are blank, pressing End followed by an arrow key moves to the last cell in the row or column. |
| | End also selects the last command on the menu when a menu or submenu is visible. |
| | Ctrl+End moves to the last cell on a worksheet, to the lowest used row of the rightmost used column. If the cursor is in the formula bar, Ctrl+End moves the cursor to the end of the text. |
| | Ctrl+Shift+End extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, Ctrl+Shift+End selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar. |
| Enter | Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default). |
| | In a data form, it moves to the first field in the next record. |
| | Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command. |
| | In a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often the OK button). |
| | Alt+Enter starts a new line in the same cell. |
| | Ctrl+Enter fills the selected cell range with the current entry. |
| | Shift+Enter completes a cell entry and selects the cell above. |
| Esc | Cancels an entry in the cell or Formula Bar. |
| | Closes an open menu or submenu, dialog box, or message window. |
| | It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the ribbon and status bar again. |
| Home | Moves to the beginning of a row in a worksheet. |
| | Moves to the cell in the upper-left corner of the window when Scroll Lock is turned on. |
| | Selects the first command on the menu when a menu or submenu is visible. |
| | Ctrl+Home moves to the beginning of a worksheet. |
| | Ctrl+Shift+Home extends the selection of cells to the beginning of the worksheet. |

# Other useful shortcut keys (3/3)

| Key | Function |
|---|---|
| Page Down | Moves one screen down in a worksheet. |
| | Alt+Page Down moves one screen to the right in a worksheet. |
| | Ctrl+Page Down moves to the next sheet in a workbook. |
| | Ctrl+Shift+Page Down selects the current and next sheet in a workbook. |
| Page Up | Moves one screen up in a worksheet. |
| | Alt+Page Up moves one screen to the left in a worksheet. |
| | Ctrl+Page Up moves to the previous sheet in a workbook. |
| | Ctrl+Shift+Page Up selects the current and previous sheet in a workbook. |
| Spacebar | In a dialog box, performs the action for the selected button, or selects or clears a check box. |
| | Ctrl+Spacebar selects an entire column in a worksheet. |
| | Shift+Spacebar selects an entire row in a worksheet. |
| | Ctrl+Shift+Spacebar selects the entire worksheet. |
| | If the worksheet contains data, Ctrl+Shift+Spacebar selects the current region. Pressing Ctrl+Shift+Spacebar a second time selects the current region and its summary rows. Pressing Ctrl+Shift+Spacebar a third time selects the entire worksheet. |
| | When an object is selected, Ctrl+Shift+Spacebar selects all objects on a worksheet. |
| | Alt+Spacebar displays the Control menu for the Excel window. |
| Tab | Moves one cell to the right in a worksheet. |
| | Moves between unlocked cells in a protected worksheet. |
| | Moves to the next option or option group in a dialog box. |
| | Shift+Tab moves to the previous cell in a worksheet or the previous option in a dialog box. |
| | Ctrl+Tab switches to the next tab in dialog box. |
| | Ctrl+Shift+Tab switches to the previous tab in a dialog box. |

# Useful links

- Wallpaper: http://professor-excel.com/excel-wallpaper/

- Lists Excel 2016: https://support.office.com/en-us/article/Excel-keyboard-shortcuts-and-function-keys-1798d9d5-842a-42b8-9c99-9b7213f0040f#ID0EAADAAA=2016

- Lists Excel 2013: https://support.office.com/en-us/article/Excel-keyboard-shortcuts-and-function-keys-1798d9d5-842a-42b8-9c99-9b7213f0040f#ID0EAADAAA=2013

- Lists Excel 2010: https://support.office.com/en-us/article/Excel-keyboard-shortcuts-and-function-keys-1798d9d5-842a-42b8-9c99-9b7213f0040f#ID0EAADAAA=2010

- Lists Excel 2007: https://support.office.com/en-us/article/Excel-keyboard-shortcuts-and-function-keys-1798d9d5-842a-42b8-9c99-9b7213f0040f#ID0EAADAAA=2007

- Lists Excel 2016 for Mac: https://support.office.com/en-us/article/Excel-keyboard-shortcuts-and-function-keys-1798d9d5-842a-42b8-9c99-9b7213f0040f#ID0EAADAAA=Excel_2016_for_Mac

- Lists Excel 2011/iPad for Mac: https://support.office.com/en-us/article/Excel-keyboard-shortcuts-and-function-keys-1798d9d5-842a-42b8-9c99-9b7213f0040f#ID0EAADAAA=Excel_2011_for_Mac/iPad

# Do you want to save much more time in Excel? Try our Excel add-in.

Check out our add-in for Excel: Professor Excel Tools.

The goal: Let Excel help you with the stupid tasks. You should concentrate on what's important.

This add-in adds more than 60 great functions to Excel:

o Advanced copy and paste functions.

o Quickly edit the cells according to your standards.

o Workbook functions for experts.

o Easily apply your favorite layout. To the whole workbook.

o Share your work with one click. Also single worksheets.

More information: http://professor-excel.com/professor-excel-tools/

**Try it for free!**
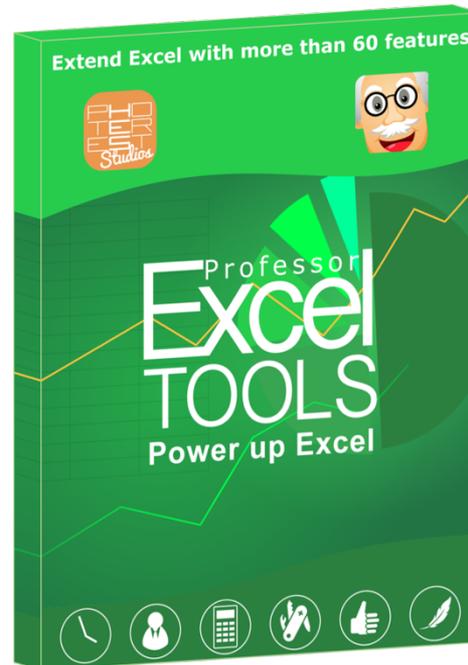
**Your benefits**

More than 60 new features in Excel.

Very easy to use.

Lightweight. No installation.

Save a lot of time.

Improve your results.

Concentrate on the contents.

# About Professor Excel

This keyboard shortcut package is provided "Professor Excel" a project of the Photerest Studios based in Hamburg, Germany.

Visit us online:
- Website: http://professor-excel.com
- Facebook: https://www.facebook.com/professorexcel/

If you have any further questions or feedback, please contact us at support@professor-excel.com.

## Our products and services:
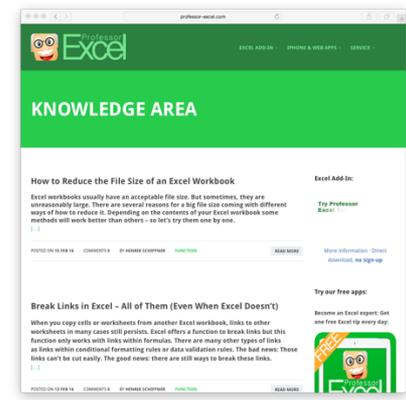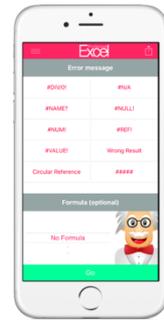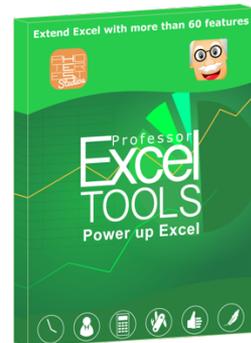


**Excel shirts and accessories: The perfect gift!**