Excel

Shortcut Keys

By Milan Kothari

Keys for entering data

Note To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

This topic lists:

Keys for entering data on a worksheet

Keys for working in cells or the formula bar

Keys for entering data on a worksheet

Press	To
ENTER	Complete a cell entry and move down in the selection
ALT+ENTER	Start a new line in the same cell
CTRL+ENTER	Fill the selected cell range with the current entry
SHIFT+ENTER	Complete a cell entry and move up in the selection
TAB	Complete a cell entry and move to the right in the selection
SHIFT+TAB	Complete a cell entry and move to the left in the selection
ESC	Cancel a cell entry
BACKSPACE	Delete the character to the left of the insertion point, or delete the selection
DELETE	Delete the character to the right of the insertion point, or delete the selection
CTRL+DELETE	Delete text to the end of the line
Arrow keys	Move one character up, down, left, or right
HOME	Move to the beginning of the line
F4 or CTRL+Y	Repeat the last action
SHIFT+F2	Edit a cell comment
CTRL+SHIFT+F3	Create names from row and column labels
CTRL+D	Fill down
CTRL+R	Fill to the right
CTRL+F3	Define a name

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Keys for working in cells or the formula bar

Press	To
BACKSPACE	Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit cell contents
ENTER	Complete a cell entry
CTRL+SHIFT+ENTER	Enter a formula as an array formula
ESC	Cancel an entry in the cell or formula bar
CTRL+A	Display the Formula Palette after you type a function name in a formula
CTRL+SHIFT+A	Insert the argument names and parentheses for a function after you type a function name in a formula
CTRL+K	Insert a hyperlink
ENTER (in a cell with a hyperlink)	Activate a hyperlink
F2	Edit the active cell and position the insertion point at the end of the line
F3	Paste a defined name into a formula
SHIFT+F3	Paste a function into a formula
F9	Calculate all sheets in all open workbooks
CTRL+ALT+F9	Calculate all sheets in the active workbook
SHIFT+F9	Calculate the active worksheet
= (equal sign)	Start a formula
ALT+= (equal sign)	Insert the AutoSum formula
CTRL+; (semicolon)	Enter the date
CTRL+SHIFT+: (colon)	Enter the time
CTRL+SHIFT+" (quotation mark)	Copy the value from the cell above the active cell into the cell or the formula bar
CTRL+` (single left quotation mark)	Alternate between displaying cell values and displaying cell formulas
CTRL+' (apostrophe)	Copy a formula from the cell above the active cell into the cell or the formula bar
ALT+DOWN ARROW	Display the AutoComplete list

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Keys for selecting data and cells

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This topic lists:

Keys for selecting cells, columns, or rows

Keys for extending the selection with End mode on

Keys for selecting cells that have special characteristics

Keys for selecting cells, columns, or rows

Press	To
CTRL+SHIFT+* (asterisk)	Select the current region around the active cell (the current region is a data area enclosed by blank rows and blank columns)
SHIFT+arrow key	Extend the selection by one cell
CTRL+SHIFT+arrow key	Extend the selection to the last nonblank cell in the same column or row as the active cell
SHIFT+HOME	Extend the selection to the beginning of the row
CTRL+SHIFT+HOME	Extend the selection to the beginning of the worksheet
CTRL+SHIFT+END	Extend the selection to the last used cell on the worksheet (lower-right corner)
CTRL+SPACEBAR	Select the entire column
SHIFT+SPACEBAR	Select the entire row
CTRL+A	Select the entire worksheet
SHIFT+BACKSPACE	Select only the active cell when multiple cells are selected
SHIFT+PAGE DOWN	Extend the selection down one screen
SHIFT+PAGE UP	Extend the selection up one screen
CTRL+SHIFT+SPACEBAR	With an object selected, select all objects on a sheet
CTRL+6	Alternate between hiding objects, displaying objects, and displaying placeholders for objects

CTRL+7	Show or hide the **Standard** toolbar
F8	Turn on extending a selection by using the arrow keys
SHIFT+F8	Add another range of cells to the selection; or use the arrow keys to move to the start of the range you want to add, and then press F8 and the arrow keys to select the next range
SCROLL LOCK, SHIFT+HOME	Extend the selection to the cell in the upper-left corner of the window
SCROLL LOCK, SHIFT+END	Extend the selection to the cell in the lower-right corner of the window

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Tip When you use the scrolling keys (such as PAGE UP and PAGE DOWN) with SCROLL LOCK turned off, your selection moves the distance you scroll. If you want to keep the same selection as you scroll, turn on SCROLL LOCK first.

Keys for extending the selection with End mode on

Press	To
END	Turn End mode on or off
END, SHIFT+arrow key	Extend the selection to the last nonblank cell in the same column or row as the active cell
END, SHIFT+HOME	Extend the selection to the last cell used on the worksheet (lower-right corner)
END, SHIFT+ENTER	Extend the selection to the last cell in the current row. This keystroke is unavailable if you selected the **Transition navigation keys** check box on the **Transition** tab (**Tools** menu, **Options** command).

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Keys for selecting cells that have special characteristics

Press	To
CTRL+SHIFT+* (asterisk)	Select the current region around the active cell (the current region is a data area enclosed by blank rows and blank columns)
CTRL+/	Select the current array, which is the array that the active cell belongs to

CTRL+SHIFT+O (the letter O)	Select all cells with comments
CTRL+\	Select cells in a row that don't match the value in the active cell in that row. You must select the row starting with the active cell.
CTRL+SHIFT+|	Select cells in a column that don't match the value in the active cell in that column. You must select the column starting with the active cell.
CTRL+[(opening bracket)	Select only cells that are directly referred to by formulas in the selection
CTRL+SHIFT+{ (opening brace)	Select all cells that are directly or indirectly referred to by formulas in the selection
CTRL+] (closing bracket)	Select only cells with formulas that refer directly to the active cell
CTRL+SHIFT+} (closing brace)	Select all cells with formulas that refer directly or indirectly to the active cell
ALT+; (semicolon)	Select only visible cells in the current selection

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Keys for editing data

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This topic lists:

Keys for editing data

Keys for inserting, deleting, and copying a selection

Keys for moving within a selection

Keys for editing data

Press	To
F2	Edit the active cell and put the insertion point at the end of the line
ESC	Cancel an entry in the cell or formula bar

BACKSPACE	Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents
F3	Paste a defined name into a formula
ENTER	Complete a cell entry
CTRL+SHIFT+ENTER	Enter a formula as an array formula
CTRL+A	Display the Formula Palette after you type a function name in a formula
CTRL+SHIFT+A	Insert the argument names and parentheses for a function, after you type a function name in a formula
F7	Display the **Spelling** dialog box

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Keys for inserting, deleting, and copying a selection

Press	To
CTRL+C	Copy the selection
CTRL+X	Cut the selection
CTRL+V	Paste the selection
DELETE	Clear the contents of the selection
CTRL+HYPHEN	Delete the selection
CTRL+Z	Undo the last action
CTRL+SHIFT+PLUS SIGN	Insert blank cells

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Keys for moving within a selection

Press	To
ENTER	Move from top to bottom within the selection (down), or move in the direction that is selected on the **Edit** tab (**Tools** menu, **Options** command)
SHIFT+ENTER	Move from bottom to top within the selection (up), or move opposite to the direction that is selected on the **Edit** tab (**Tools** menu, **Options** command)

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TAB	Move from left to right within the selection, or move down one cell if only one column is selected
SHIFT+TAB	Move from right to left within the selection, or move up one cell if only one column is selected
CTRL+PERIOD	Move clockwise to the next corner of the selection
CTRL+ALT+RIGHT ARROW	Move to the right between nonadjacent selections
CTRL+ALT+LEFT ARROW	Move to the left between nonadjacent selections

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