

# Excel keyboard shortcuts



**POWER-USER**  
Office supercharged

## File management

|                                 |                  |
|---------------------------------|------------------|
| New workbook                    | Ctrl + N         |
| Open                            | Ctrl + O         |
| Save                            | Ctrl + S         |
| Save as                         | F12              |
| Close workbook                  | Ctrl + W         |
| Close application               | Alt + F4         |
| Move to the next/previous sheet | Ctrl + ⇅ / ⇅     |
| Add new sheet                   | Shift + Alt + F1 |
| Rename active sheet             | Alt + H + O + R  |
| Delete active sheet             | Alt + H + D + S  |

## Copy and paste

|                           |                 |
|---------------------------|-----------------|
| Copy                      | Ctrl + C        |
| Paste                     | Ctrl + V        |
| Paste to the right        | Ctrl + R        |
| Paste down                | Ctrl + D        |
| Cut                       | Ctrl + X        |
| Duplicate                 | Ctrl + D        |
| Paste as formula          | Alt + H + V + F |
| Paste as value            | Alt + H + V + V |
| Delete selection          | Ctrl + -        |
| Insert cells/rows/columns | Ctrl + +        |

## Cancel and repeat

|                     |          |
|---------------------|----------|
| Cancel              | Ctrl + Z |
| Cancel cancellation | Ctrl + Y |
| Repeat last action  | F4       |

## Date and time

|                     |                  |
|---------------------|------------------|
| Insert current date | Ctrl + ;         |
| Insert current time | Ctrl + Shift + ; |

## Formatting

|                            |                  |
|----------------------------|------------------|
| Bold                       | Ctrl + B         |
| Underline                  | Ctrl + U         |
| Italic                     | Ctrl + I         |
| Remove fill color          | Alt + H + H + N  |
| Remove borders             | Alt + H + B + N  |
| Add borders (all)          | Alt + H + B + A  |
| Add borders (external)     | Alt + H + B + S  |
| Add borders (thick)        | Alt + H + B + T  |
| Format as percentage       | Ctrl + Shift + % |
| Open the format dialog box | Ctrl + Shift + F |
| Autofit columns            | Alt + H + O + I  |
| Autofit rows               | Alt + H + O + A  |

## Selection

|                                    |                      |
|------------------------------------|----------------------|
| Select all                         | Ctrl + A             |
| Go to end of range                 | Ctrl + Arrow         |
| Add 1 cell to the selection        | Shift + Arrow        |
| Add 1 range to the selection       | Ctrl + Shift + Arrow |
| Move item up/down in bulleted list | Alt + Shift + Arrow  |
| Activation Selection Mode          | F8                   |
| Select current row                 | Shift + Space        |
| Select current column              | Ctrl + Space         |
| Hide active row                    | Ctrl + Shift + 9     |

## Formulas

|                                 |                  |
|---------------------------------|------------------|
| Edit active cell                | F2               |
| View and insert named ranges    | F3               |
| Validate the suggested formula  | Tab              |
| Add a line break in the formula | Alt + Enter      |
| Sum all cells above             | Alt + =          |
| Expand the formula bar          | Ctrl + Shift + U |
| Flash fill the selected range   | Ctrl + E         |

## Text

|                                  |                  |
|----------------------------------|------------------|
| Find                             | Ctrl + F         |
| Replace                          | Ctrl + H         |
| Delete 1 character to the left   | Backspace        |
| Delete 1 word to the left        | Ctrl + Backspace |
| Contextual menu (=right-click)   | Shift + F10      |
| Run a spelling and grammar check | F7               |

## Data

|                                         |                  |
|-----------------------------------------|------------------|
| Merge cells                             | Alt + H + M + C  |
| Unmerge cells                           | Alt + H + M + U  |
| Add/remove filter                       | Ctrl + Shift + L |
| Show values in a filter or list         | Alt + ↓          |
| Check/uncheck values in a filter's list | Space            |
| Insert Table                            | Alt + N + T      |
| Insert PivotTable                       | Alt + N + V      |

## Windows

|                                |                  |
|--------------------------------|------------------|
| Go to Desktop                  | ⌘ + D            |
| Open Computer                  | ⌘ + E            |
| Open Clipboard history         | ⌘ + V            |
| Lock computer                  | ⌘ + L            |
| Launch speech-to-text          | ⌘ + H            |
| Show screen display options    | ⌘ + P            |
| Screen clipping                | ⌘ + Shift + S    |
| Move a window to screen corner | ⌘ + Arrow        |
| Insert emoji or animated Gif   | ⌘ + .            |
| Move to previous folder        | Alt + ←          |
| Move to parent folder          | Alt + ↑          |
| Open new tab                   | Ctrl + T         |
| Close current tab              | Ctrl + W         |
| Restore last closed tab        | Ctrl + Shift + T |
| Full screen ON/OFF             | F11              |