

Excel Keyboard Shortcuts



Move

1st Precedent 1st Dependent	Ctrl + [
Return to last	Ctrl +]
Up/Down Sheet	F5 ↵
Across Sheet	PgUp / PgDn
Between Sheets	Alt + PgUp / PgDn
Across Row Right	Ctrl + - / End -
Across Row Left	Ctrl + = / End =
Sheet Beginning/End	Home
Among Windows	Ctrl + Home / End
Among Applications	Ctrl + Tab
Back one cell	Alt + Tab
Up one cell	Shift + Tab
	Shift + ↵

Row/Column Operations

Select Row	Shift + spacebar Ctrl
Select Column	+ spacebar
Insert New Row	Alt I R
Insert New	Alt I C
Column Insert	Alt I E (after Ctrl + X)
Move Insert Copy	Alt I E (After Ctrl + X)
Insert Row/Column	Ctrl + Shift + + (after selecting row/column)
Delete Row/Column	Ctrl + - (after selecting row/column)
Hide Rows	Ctrl + 9
Hide Columns	Ctrl + 0

Operations within a Single Cell

Edit Mode	F2
Formula Bar	Ctrl + A (when in Edit Mode)
Exit Edit Mode	Ctrl + ↵ (save) / Esc (cancel)
Anchoring (\$)	F4 (Toggles 4 states)
Line Beginning/End	Home / End
Evaluate Selection	F9
Evaluate All	Ctrl + =
New Line	Alt + ↵

Cut/Copy/Paste

Move (Cut)	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl + V
Select Right	Shift + -
Select End Right	Ctrl + Shift + - / End Shift + -
Select Region	Ctrl + Shift + *
Paste Special	Alt E S / Alt H V S / Ctrl + Alt + V
Paste Formats	Alt E S T / Alt H V R
Paste Formulas	Alt E S F / Alt H V F
Paste Values	Alt E S V / Alt H V V
Undo	Ctrl + Z
Repeat	F4 or Ctrl + Y
Sum above	Alt + =
Copy Above	Ctrl + D
Copy Left	Ctrl + R

Other Operations

Calculate Sheet	Shift + F9
Calculate Workbook	F9 (only recalculates changed cells)
Calculate All	Shift + Ctrl + Alt + F9
Explode	Alt X C (requires Explode.xla addin)
Highlight Precedents	F2
Insert/Edit Comment	Shift + F2
Row Difference	Ctrl + \
Display Formula	Ctrl + `
Find	Ctrl + F
Find & Replace	Ctrl + H
Quick Graph View	Select range, then F11
Macros	Alt + F11
Spellcheck	F7
Goalseek	Alt T G / Alt A W G
Insert Date Apply to Selection	Ctrl + ; Select range, type input, Ctrl + ↵