**Useful Excel for Office 365 (in Windows) keyboard shortcuts**

| Source: Microsoft | |
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| **KEY COMBINATION** | **ACTION** |
| **Worksheet navigation** | |
| PgUp / PgDn | Move one screen up / down |
| Alt-PgUp / Alt-PgDn | Move one screen to the left / right |
| Ctrl-PgUp / Ctrl-PgDn | Move one worksheet tab to the left / right |
| Up / Down arrow key | Move one cell up / down |
| Tab | Move to the next cell to the right |
| Shift-Tab | Move to the cell to the left |
| Home | Move to the beginning of a row |
| Ctrl-Home | Move to the beginning of a worksheet |
| Ctrl-End | Move to the last cell that has content in it |
| Ctrl-Left arrow | Move to the word to the left while in a cell |
| Ctrl-Right arrow | Move to the word to the right while in a cell |
| Ctrl-G or F5 | Display the Go To dialog box |
| F6 | Switch between the worksheet, the Ribbon, the task pane and Zoom controls |
| Ctrl-F6 | If more than one worksheet is open, switch to the next one |
| **Ribbon navigation** | |
| Alt | Display Ribbon shortcuts |
| Alt-F | Go to the File tab |
| Alt-H | Go to the Home tab |
| Alt-N | Go to the Insert tab |
| Alt-P | Go to the Page Layout tab |
| Alt-M | Go to the Formulas tab |
| Alt-A | Go to the Data tab |
| Alt-R | Go to the Review tab |
| Alt-W | Go to the View tab |
| Alt-Q | Put cursor in the Search box |
| Alt-JC | Go to the Chart Design tab when cursor is on a chart |
| Alt-JA | Go to the Format tab when cursor is on a chart |
| Alt-JT | Go to the Table Design tab when cursor is on a table |
| Alt-JP | Go to the Picture Format tab when cursor is on an image |
| Alt-JI | Go to the Draw tab (if available) |
| Alt-B | Go to the Power Pivot tab (if available) |
| **Working with data** | |
| Shift-Spacebar | Select a row |
| Ctrl-Spacebar | Select a column |
| Ctrl-A or Ctrl-Shift-Spacebar | Select an entire worksheet |
| Shift-Arrow key | Extend selection by a single cell |
| Shift-PgDn / Shift-PgUp | Extend selection down one screen / up one screen |
| Shift-Home | Extend selection to the beginning of a row |
| Ctrl-Shift-Home | Extend selection to the beginning of the worksheet |
| Ctrl-C | Copy cell's contents to the clipboard |
| Ctrl-X | Copy and delete cell's contents |
| Ctrl-V | Paste from the clipboard into a cell |
| Ctrl-Alt-V | Display the Paste Special dialog box |
| Enter | Finish entering data in a cell and move to the next cell down |
| Shift-Enter | Finish entering data in a cell and move to the next cell up |
| Esc | Cancel your entry in a cell |
| Ctrl-; | Insert the current date |
| Ctrl-Shift-; | Insert the current time |
| Ctrl-T or Ctrl-L | Display the Create Table dialog box |
| Ctrl-End | When in the formula bar, move the cursor to the end of the text |
| Ctrl-Shift-End | In the formula bar, select all text from the cursor to the end. |
| Alt-F8 | Create, run, edit or delete a macro |
| **Formatting cells and data** | |
| Ctrl-1 | Display the Format Cells dialog box |
| Alt-' | Display the Style dialog box |
| Ctrl-Shift-& | Apply a border to a cell or selection |
| Ctrl-Shift-\_ | Remove a border from a cell or selection |
| Ctrl-Shift-$ | Apply the Currency format with two decimal places |
| Ctrl-Shift-~ | Apply the Number format |
| Ctrl-Shift-% | Apply the Percentage format with no decimal places |
| Ctrl-Shift-# | Apply the Date format using day, month and year |
| Ctrl-Shift-@ | Apply the Time format using the 12-hour clock |
| Ctrl-K | Insert a hyperlink |
| Ctrl-Q | Display Quick Analysis options for selected cells that contain data |
| **Working with formulas** | |
| = | Begin a formula |
| Alt-= | Insert an AutoSum function |
| Shift-F3 | Insert a function |
| Ctrl-` | Toggle between displaying formulas and cell values |
| Ctrl-' | Copy and paste the formula from the cell above into the current one |
| F9 | Calculate all worksheets in all workbooks that are open |
| Shift-F9 | Calculate the current worksheet |
| Ctrl-Shift-U | Expand or collapse the formula bar |
| **Other useful shortcuts** | |
| Ctrl-N | Create a new workbook |
| Ctrl-O | Open a workbook |
| Ctrl-S | Save a workbook |
| Ctrl-W | Close a workbook |
| Ctrl-P | Print a workbook |
| Ctrl-F | Display the Find and Replace dialog box |
| Ctrl-Z | Undo the last action |
| Ctrl-Y | Redo the last action |
| Shift-F2 | Insert or edit a cell comment |
| Ctrl-Shift-O | Select all cells that contain comments |
| Ctrl-9 | Hide selected rows |
| Ctrl-Shift-( | Unhide hidden rows in a selection |
| Ctrl-0 | Hide selected columns |
| Ctrl-Shift-) | Unhide hidden columns in a selection |
| F7 | Spell check the active worksheet or selected range |