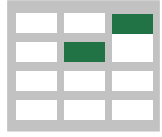


50 time-saving keyboard shortcuts in Excel for Windows

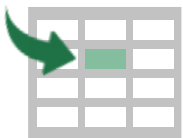


Frequently used shortcuts



| | | | |
|----------------------|----------|--------------------|--------------------|
| Close a spreadsheet. | Ctrl + W | Undo. | Ctrl + Z |
| Open a spreadsheet. | Ctrl + O | Cut. | Ctrl + X |
| Save a spreadsheet. | Ctrl + S | Delete column. | Alt + H, D, then C |
| Copy. | Ctrl + C | Go to Formula tab. | Alt + M |
| Paste. | Ctrl + V | Go to Home tab. | Alt + H |

Navigate in cells



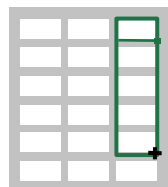
| | | | |
|---|------------------|--|--------------------|
| Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells. | Tab | Extend the selection of cells to the last used cell on the worksheet (lower-right corner). | Ctrl + Shift + End |
| Move to the last cell on a worksheet, to the lowest used row of the rightmost used column. | Ctrl + End | Move one screen up in a worksheet. | Page Up |
| 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 to the previous sheet in a workbook. | Ctrl + Page Up | Move one screen to the left in a worksheet. | Alt + Page Up |
| Move to the edge of the current data region in a worksheet. | Ctrl + Arrow Key | Move to the previous cell in a worksheet or the previous option in a dialog box. | Shift + Tab |

Format in cells



| | | | |
|---|--------------------------------------|--|----------------------------|
| Format a cell by opening the Format Cells dialog box. | Ctrl + 1 | Edit the active cell and put the insertion point at the end of its contents. | F2 |
| Add or edit a cell comment. | Shift + F2 | Open the Insert dialog box to insert blank cells. | Ctrl + Shift + Plus (+) |
| Display the Create Table dialog box. | Ctrl + L or Ctrl + T | Open 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 (`) | Open the Paste Special dialog box. | Ctrl + Alt + V |
| 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 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 |

Make selections and perform actions



| | | | |
|---|-------------------------------------|--|-------------------|
| Select the entire worksheet. | Ctrl + A or Ctrl + Shift + Spacebar | Extend the selection of cells by one cell. | Shift + Arrow Key |
| Start a new line in the same cell. | Alt + Enter | Fill the selected cell range with the current entry. | Ctrl + Enter |
| Select an entire column in a worksheet. | Ctrl + Spacebar | Select an entire row in a worksheet. | Shift + Spacebar |
| Repeat the last command or action. | Ctrl + Y | Undo the last action. | Ctrl + Z |