Microsoft

50 time-saving keyboard shortcuts in Excel for Windows

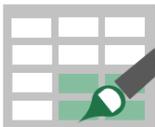## Frequently used shortcuts
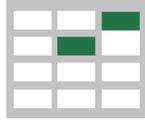
Action	Shortcut
Close a spreadsheet.	Ctrl + W
Open a spreadsheet.	Ctrl + O
Save a spreadsheet.	Ctrl + S
Copy.	Ctrl + C
Paste.	Ctrl + V
Undo.	Ctrl + Z
Cut.	Ctrl + X
Delete column.	Alt + H,D, then C
Go to Formula tab.	Alt + M
Go to Home tab.	Alt + H

Navigate in cells

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

Format in cells

Action	Shortcut
Format a cell by opening the Format Cells dialog box.	Ctrl + 1
Add or edit a cell comment.	Shift + F2
Display the Create Table dialog box.	Ctrl + L or Ctrl + T
Enter the current time.	Ctrl + Shift + Colon (:)
Switch between displaying cell values or formulas in the worksheet.	Ctrl + Grave accent (`)
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
Apply the Percentage format with no decimal places.	Ctrl + Shift + Percent (%)
Apply the Date format with the day, month, and year.	Ctrl + Shift + Number sign (#)
Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	Ctrl + Shift + Exclamation point (!)
Check spelling in the active worksheet or selected range.	F7
Edit the active cell and put the insertion point at the end of its contents.	F2
Open the Insert dialog box to insert blank cells.	Ctrl + Shift + Plus (+)
Open the Delete dialog box to delete selected cells.	Ctrl + Minus (-)
Enter the current date.	Ctrl + Semi-colon (;)
Open the Paste Special dialog box.	Ctrl + Alt + V
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 Scientific number format with two decimal places.	Ctrl + Shift + Caret (^)
Apply the Time format with the hour and minute, and AM or PM.	Ctrl + Shift + At sign (@)
Create or edit a hyperlink.	Ctrl + K
Display the Quick Analysis options for selected cells that contain data.	Ctrl + Q

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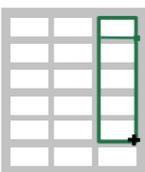
Action	Shortcut
Select the entire worksheet.	Ctrl + A or Ctrl + Shift + Spacebar
Start a new line in the same cell.	Alt + Enter
Select an entire column in a worksheet.	Ctrl + Spacebar
Repeat the last command or action.	Ctrl + Y
Extend the selection of cells by one cell.	Shift + Arrow Key
Fill the selected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