

Excel Shortcuts — OfficeHelper

Free reference • OfficeHelper • Always verify version/platform-specific behavior

Ctrl+C	Copy
Ctrl+X	Cut
Ctrl+V	Paste
Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+A	Select all
Ctrl+F	Find
Ctrl+H	Find and replace
Ctrl+P	Print
Ctrl+S	Save
Ctrl+N	New file
Ctrl+O	Open
Ctrl+W	Close
Ctrl+Shift+S	Save As
Ctrl+K	Insert hyperlink
Ctrl+Home	Go to beginning
Ctrl+End	Go to end
Ctrl+Left	Move one word left
Ctrl+Right	Move one word right
Ctrl+Backspace	Delete previous word
Ctrl+Delete	Delete next word
Shift+Home	Select to line start
Shift+End	Select to line end
Ctrl+Shift+Left	Select previous word
Ctrl+Shift+Right	Select next word
F1	Help
F4	Repeat last action where supported
F5	Go To / refresh where supported
F7	Spelling/grammar check where supported
F10	KeyTips
Esc	Cancel current action
Enter	Confirm
Tab	Next field/cell
Shift+Tab	Previous field/cell
Ctrl+Shift+V	Paste Special / formatting-aware paste
Ctrl+;	Enter current date
Ctrl+Shift+;	Enter current time
Ctrl+`	Show formulas
Alt+=	AutoSum
Ctrl+Shift+L	Toggle filters
Ctrl+1	Format Cells
Ctrl+9	Hide rows
Ctrl+0	Hide columns
Ctrl+Space	Select column
Shift+Space	Select row
Ctrl+PageUp	Previous sheet
Ctrl+PageDown	Next sheet
Shift+F11	New worksheet
Alt+Enter	New line in cell
Ctrl+Enter	Fill selected cells
Ctrl+D	Fill down
Ctrl+R	Fill right
Ctrl+E	Flash Fill

Excel Shortcuts — OfficeHelper

F2	Edit cell
F4	Toggle absolute references
F11	Create chart
Ctrl+T	Create table
Ctrl+Alt+V	Paste Special
Shift+F3	Insert Function
Ctrl+G	Go To
Alt+F8	Macros
Alt+F11	VBA editor
F9	Calculate
Shift+F9	Calculate sheet
Ctrl+Alt+F9	Recalculate all
Ctrl+Shift+F9	Full recalculation
Ctrl+Shift+4	Currency format
Ctrl+Shift+5	Percent format
Ctrl+Shift+1	Number format
Ctrl+Shift+3	Date format
Ctrl+Shift+2	Time format
Ctrl+Shift+6	Scientific format
Ctrl+Shift+7	Border outline
Ctrl+Shift+8	Show/hide outlines
Ctrl+Shift+9	Show hidden rows
Ctrl+Shift+0	Show hidden columns
Ctrl+Shift+&	Apply outline border
Ctrl+Shift+_	Remove outline border
Ctrl+Shift+~	General number format
Ctrl+Shift+@	Time format
Ctrl+Shift+#	Date format
Ctrl+Shift+\$	Currency format
Ctrl+Shift+%	Percent format
Ctrl+Shift+^	Scientific format
Alt+Down	Open validation/filter list
Alt+Up	Move selection up in list
Ctrl+Shift+F	Font dialog
Ctrl+Shift+P	Font size dialog
Ctrl+Shift+7	Apply outline border
Ctrl+Shift+8	Show symbols
Ctrl+Shift+L	Toggle AutoFilter
Ctrl+Shift+U	Expand formula bar
Ctrl+Shift+Enter	Array formula in legacy Excel
Alt+H	Home tab
Alt+N	Insert tab
Alt+P	Page Layout tab
Alt+M	Formulas tab
Alt+A	Data tab
Alt+R	Review tab
Alt+W	View tab
Alt+Q	Search
Alt+F	File menu
Alt+H,O,I	AutoFit column width
Alt+H,O,A	AutoFit row height
Alt+H,D,C	Delete column
Alt+H,D,R	Delete row
Alt+H,I,C	Insert column
Alt+H,I,R	Insert row

Excel Shortcuts — OfficeHelper

Alt+H,F,F	Freeze panes menu
Alt+H,B,A	All borders
Alt+H,B,N	No border
Alt+H,A,C	Center align
Alt+H,A,L	Align left
Alt+H,A,R	Align right
Alt+H,W,F	Wrap text
Alt+H,M,C	Merge and center
Ctrl+Shift+Plus	Insert cells/rows/columns
Ctrl+Minus	Delete cells/rows/columns
Ctrl+Arrow	Jump to edge of data region
Ctrl+Shift+Arrow	Select to edge of data region
PageUp	Scroll one screen up
PageDown	Scroll one screen down
Alt+PageUp	Move one screen left
Alt+PageDown	Move one screen right
Ctrl+PageUp	Move sheet left
Ctrl+PageDown	Move sheet right
F3	Find next
F6	Cycle panes
F8	Extend selection where supported
F12	Save As where supported
Ctrl+F1	Collapse/expand ribbon
Ctrl+Shift+F1	Full screen / ribbon toggle where supported
Alt+F1	Create chart where supported
Alt+F2	Save As where supported
Ctrl+Shift+Tab	Previous tab/window
Ctrl+Tab	Next tab/window
Alt+Left	Back
Alt+Right	Forward
Ctrl+Esc	Start menu
Alt+Space	Window menu
Shift+F10	Context menu
Ctrl+Shift+Esc	Task Manager
PrintScreen	Screenshot
Alt+PrintScreen	Active-window screenshot
Ctrl+Shift+A	Application shortcut; exact action varies by Office app/version