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constantly gathering information about Excel keyboard shortcuts and hotkeys. Some ago, I started developing an extremely comprehensive list of Excel keyboard shortcuts and hotkeys. You can get the most recent version of this Cheat Sheet for free. The current version includes more than 350 entries/shortcuts. If you want to learn more about keyboard shortcuts, including how to find them and how to create custom shortcuts, please refer to the blog post. You can get free access to this Keyboard Shortcut PDF Cheat Sheet by clicking the button below. One advantage of getting the PDF Keyboard Shortcut Cheat Sheet is that you can (later) bring the keyboard shortcuts from the PDF file into Excel to rearrange them according to your preferences. You can use any of these methods to convert PDF files to Excel. You can also implement these methods using VBA! list the Keyboard shortcuts in the Tables below. Use the following Table of Contents to navigate to the category of keyboard shortcuts you're interested in. Excel Keyboard Shortcuts: Charts And Graphs Shortcut #1Shortcut #2Shortcut #3Basic DescriptionAdditional Comments Alt + F>Create an embedded chart using currently selected data Alt + J>Alt in Excel 2013 and later, go to Format tab of the Ribbon (when active); or (2) In Excel 2007 and 2010, go to Layout tab of the Ribbon (when active) Alt + J>Go to Design tab of the Ribbon (when active) Alt + J>C + Alt Excel 2013 and later, expand Add Chart Element drop-down menu Alt + N + B>Inset Bar Chart Alt + N + C>Inset Column Chart Alt + N + N>Inset Line Chart Alt + N + O>Inset Pie Chart Alt + N + R>Inset Scatter Plot Alt + N + S>Inset Text Box Alt + N + T>Inset Table Alt + N + U>Inset Unlabeled Chart Alt + N + V>Inset VBA Macro Alt + N + W>Inset Worksheet Alt + N + X>Inset X-Y Scatter Plot Alt + N + Y>Inset Y-Axis Labels Alt + N + Z>Inset Z-Axis Labels Alt + N + AA>Inset A-Z Labels Alt + N + AB>Inset A-B Labels Alt + N + AC>Inset A-C Labels Alt + N + AD>Inset A-D Labels Alt + N + AE>Inset A-E Labels Alt + N + AF>Inset A-F Labels Alt + N + AG>Inset A-G Labels Alt + N + AH>Inset A-H Labels Alt + N + AI>Inset A-I Labels Alt + N + AJ>Inset A-J Labels Alt + N + AK>Inset A-K Labels Alt + N + AL>Inset A-L Labels Alt + N + AM>Inset A-M Labels Alt + N + AN>Inset A-N Labels Alt + N + AO>Inset A-O Labels Alt + N + AP>Inset A-P Labels Alt + N + AQ>Inset A-Q Labels Alt + N + AR>Inset A-R Labels Alt + N + AS>Inset A-S Labels Alt + N + AT>Inset A-T Labels Alt + N + AU>Inset A-U Labels Alt + N + AV>Inset A-V Labels Alt + N + AW>Inset A-W Labels Alt + N + AX>Inset A-X Labels Alt + N + AY>Inset A-Y Labels Alt + N + AZ>Inset A-Z Labels Alt + N + BA>Inset B-A Labels Alt + N + BB>Inset B-B Labels Alt + N + BC>Inset B-C Labels Alt + N + BD>Inset B-D Labels Alt + N + BE>Inset B-E Labels Alt + N + BF>Inset B-F Labels Alt + N + BG>Inset B-G Labels Alt + N + BH>Inset B-H Labels Alt + N + BI>Inset B-I Labels Alt + N + BJ>Inset B-J Labels Alt + N + BK>Inset B-K Labels Alt + N + BL>Inset B-L Labels Alt + N + BM>Inset B-M Labels Alt + N + BN>Inset B-N Labels Alt + N + BO>Inset B-O Labels Alt + N + BP>Inset B-P Labels Alt + N + BQ>Inset B-Q Labels Alt + N + BR>Inset B-R Labels Alt + N + BS>Inset B-S Labels Alt + N + BT>Inset B-T Labels Alt + N + BU>Inset B-U Labels Alt + N + BV>Inset B-V Labels Alt + N + BW>Inset B-W Labels Alt + N + BX>Inset B-X Labels Alt + N + BY>Inset B-Y Labels Alt + N + BZ>Inset B-Z Labels Alt + N + CA>Inset C-A Labels Alt + N + CB>Inset C-B Labels Alt + N + CC>Inset C-C Labels Alt + N + CD>Inset C-D Labels Alt + N + CE>Inset C-E Labels Alt + N + CF>Inset C-F Labels Alt + N + CG>Inset C-G Labels Alt + N + CH>Inset C-H Labels Alt + N + CI>Inset C-I Labels Alt + N + CJ>Inset C-J Labels Alt + N + CK>Inset C-K Labels Alt + N + CL>Inset C-L Labels Alt + N + CM>Inset C-M Labels Alt + N + CN>Inset C-N Labels Alt + N + CO>Inset C-O Labels Alt + N + CP>Inset C-P Labels Alt + N + CQ>Inset C-Q Labels Alt + N + CR>Inset C-R Labels Alt + N + CS>Inset C-S Labels Alt + N + CT>Inset C-T Labels Alt + N + CU>Inset C-U Labels Alt + N + CV>Inset C-V Labels Alt + N + CW>Inset C-W Labels Alt + N + CX>Inset C-X Labels Alt + N + CY>Inset C-Y Labels Alt + N + CZ>Inset C-Z Labels Alt + N + DA>Inset D-A Labels Alt + N + DB>Inset D-B Labels Alt + N + DC>Inset D-C Labels Alt + N + DD>Inset D-D Labels Alt + N + DE>Inset D-E Labels Alt + N + DF>Inset D-F Labels Alt + N + DG>Inset D-G Labels Alt + N + DH>Inset D-H Labels Alt + N + DI>Inset D-I Labels Alt + N + DJ>Inset D-J Labels Alt + N + DK>Inset D-K Labels Alt + N + DL>Inset D-L Labels Alt + N + DM>Inset D-M Labels Alt + N + DN>Inset D-N Labels Alt + N + DO>Inset D-O Labels Alt + N + DP>Inset D-P Labels Alt + N + DQ>Inset D-Q Labels Alt + N + DR>Inset D-R Labels Alt + N + DS>Inset D-S Labels Alt + N + DT>Inset D-T Labels Alt + N + DU>Inset D-U Labels Alt + N + DV>Inset D-V Labels Alt + N + DW>Inset D-W Labels Alt + N + DX>Inset D-X Labels Alt + N + DY>Inset D-Y Labels Alt + N + DZ>Inset D-Z Labels Alt + N + EA>Inset E-A Labels Alt + N + EB>Inset E-B Labels Alt + N + EC>Inset E-C Labels Alt + N + ED>Inset E-D Labels Alt + N + EE>Inset E-E Labels Alt + N + EF>Inset E-F Labels Alt + N + EG>Inset E-G Labels Alt + N + EH>Inset E-H Labels Alt + N + EI>Inset E-I Labels Alt + N + EJ>Inset E-J Labels Alt + N + EK>Inset E-K Labels Alt + N + EL>Inset E-L Labels Alt + N + EM>Inset E-M Labels Alt + N + EN>Inset E-N Labels Alt + N + EO>Inset E-O Labels Alt + N + EP>Inset E-P Labels Alt + N + EQ>Inset E-Q Labels Alt + N + ER>Inset E-R Labels Alt + N + ES>Inset E-S Labels Alt + N + ET>Inset E-T Labels Alt + N + EU>Inset E-U Labels Alt + N + EV>Inset E-V Labels Alt + N + EW>Inset E-W Labels Alt + N + EX>Inset E-X Labels Alt + N + EY>Inset E-Y Labels Alt + N + EZ>Inset E-Z Labels Alt + N + FA>Inset F-A Labels Alt + N + FB>Inset F-B Labels Alt + N + FC>Inset F-C Labels Alt + N + FD>Inset F-D Labels Alt + N + FE>Inset F-E Labels Alt + N + FF>Inset F-F Labels Alt + N + FG>Inset F-G Labels Alt + N + FH>Inset F-H Labels Alt + N + FI>Inset F-I Labels Alt + N + FJ>Inset F-J Labels Alt + N + FK>Inset F-K Labels Alt + N + FL>Inset F-L Labels Alt + N + FM>Inset F-M Labels Alt + N + FN>Inset F-N Labels Alt + N + FO>Inset F-O Labels Alt + N + FP>Inset F-P Labels Alt + N + FQ>Inset F-Q Labels Alt + N + FR>Inset F-R Labels Alt + N + FS>Inset F-S Labels Alt + N + FT>Inset F-T Labels Alt + N + FU>Inset F-U Labels Alt + N + FV>Inset F-V Labels Alt + N + FW>Inset F-W Labels Alt + N + FX>Inset F-X Labels Alt + N + FY>Inset F-Y Labels Alt + N + FZ>Inset F-Z Labels Alt + N + GA>Inset G-A Labels Alt + N + GB>Inset G-B Labels Alt + N + GC>Inset G-C Labels Alt + N + GD>Inset G-D Labels Alt + N + GE>Inset G-E Labels Alt + N + GF>Inset G-F Labels Alt + N + GG>Inset G-G Labels Alt + N + GH>Inset G-H Labels Alt + N + GI>Inset G-I Labels Alt + N + GJ>Inset G-J Labels Alt + N + GK>Inset G-K Labels Alt + N + GL>Inset G-L Labels Alt + N + GM>Inset G-M Labels Alt + N + GN>Inset G-N Labels Alt + N + GO>Inset G-O Labels Alt + N + GP>Inset G-P Labels Alt + N + GQ>Inset G-Q Labels Alt + N + GR>Inset G-R Labels Alt + N + GS>Inset G-S Labels Alt + N + GT>Inset G-T Labels Alt + N + GU>Inset G-U Labels Alt + N + GV>Inset G-V Labels Alt + N + GW>Inset G-W Labels Alt + N + GX>Inset G-X Labels Alt + N + GY>Inset G-Y Labels Alt + N + GZ>Inset G-Z Labels Alt + N + HA>Inset H-A Labels Alt + N + HB>Inset H-B Labels Alt + N + HC>Inset H-C Labels Alt + N + HD>Inset H-D Labels Alt + N + HE>Inset H-E Labels Alt + N + HF>Inset H-F Labels Alt + N + HG>Inset H-G Labels Alt + N + HH>Inset H-H Labels Alt + N + HI>Inset H-I Labels Alt + N + HJ>Inset H-J Labels Alt + N + HK>Inset H-K Labels Alt + N + HL>Inset H-L Labels Alt + N + HM>Inset H-M Labels Alt + N + HN>Inset H-N Labels Alt + N + HO>Inset H-O Labels Alt + N + HP>Inset H-P Labels Alt + N + HQ>Inset H-Q Labels Alt + N + HR>Inset H-R Labels Alt + N + HS>Inset H-S Labels Alt + N + HT>Inset H-T Labels Alt + N + HU>Inset H-U Labels Alt + N + HV>Inset H-V Labels Alt + N + HW>Inset H-W Labels Alt + N + HX>Inset H-X Labels Alt + N + HY>Inset H-Y Labels Alt + N + HZ>Inset H-Z Labels Alt + N + IA>Inset I-A Labels Alt + N + IB>Inset I-B Labels Alt + N + IC>Inset I-C Labels Alt + N + ID>Inset I-D Labels Alt + N + IE>Inset I-E Labels Alt + N + IF>Inset I-F Labels Alt + N + IG>Inset I-G Labels Alt + N + IH>Inset I-H Labels Alt + N + II>Inset I-I Labels Alt + N + IJ>Inset I-J Labels Alt + N + IK>Inset I-K Labels Alt + N + IL>Inset I-L Labels Alt + N + IM>Inset I-M Labels Alt + N + IN>Inset I-N Labels Alt + N + IO>Inset I-O Labels Alt + N + IP>Inset I-P Labels Alt + N + IQ>Inset I-Q Labels Alt + N + IR>Inset I-R Labels Alt + N + IS>Inset I-S Labels Alt + N + IT>Inset I-T Labels Alt + N + IU>Inset I-U Labels Alt + N + IV>Inset I-V Labels Alt + N + IW>Inset I-W Labels Alt + N + IX>Inset I-X Labels Alt + N + IY>Inset I-Y Labels Alt + N + IZ>Inset I-Z Labels Alt + N + JA>Inset J-A Labels Alt + N + JB>Inset J-B Labels Alt + N + JC>Inset J-C Labels Alt + N + JD>Inset J-D Labels Alt + N + JE>Inset J-E Labels Alt + N + JF>Inset J-F Labels Alt + N + JG>Inset J-G Labels Alt + N + JH>Inset J-H Labels Alt + N + JI>Inset J-I Labels Alt + N + JJ>Inset J-J Labels Alt + N + JK>Inset J-K Labels Alt + N + JL>Inset J-L Labels Alt + N + JM>Inset J-M Labels Alt + N + JN>Inset J-N Labels Alt + N + JO>Inset J-O Labels Alt + N + JP>Inset J-P Labels Alt + N + JQ>Inset J-Q Labels Alt + N + JR>Inset J-R Labels Alt + N + JS>Inset J-S Labels Alt + N + JT>Inset J-T Labels Alt + N + JU>Inset J-U Labels Alt + N + JV>Inset J-V Labels Alt + N + JW>Inset J-W Labels Alt + N + JX>Inset J-X Labels Alt + N + JY>Inset J-Y Labels Alt + N + JZ>Inset J-Z Labels Alt + N + KA>Inset K-A Labels Alt + N + KB>Inset K-B Labels Alt + N + KC>Inset K-C Labels Alt + N + KD>Inset K-D Labels Alt + N + KE>Inset K-E Labels Alt + N + KF>Inset K-F Labels Alt + N + KG>Inset K-G Labels Alt + N + KH>Inset K-H Labels Alt + N + KI>Inset K-I Labels Alt + N + KJ>Inset K-J Labels Alt + N + KK>Inset K-K Labels Alt + N + KL>Inset K-L Labels Alt + N + KM>Inset K-M Labels Alt + N + KN>Inset K-N Labels Alt + N + KO>Inset K-O Labels Alt + N + KP>Inset K-P Labels Alt + N + KQ>Inset K-Q Labels Alt + N + KR>Inset K-R Labels Alt + N + KS>Inset K-S Labels Alt + N + KT>Inset K-T Labels Alt + N + KU>Inset K-U Labels Alt + N + KV>Inset K-V Labels Alt + N + KW>Inset K-W Labels Alt + N + KX>Inset K-X Labels Alt + N + KY>Inset K-Y Labels Alt + N + KZ>Inset K-Z Labels Alt + N + LA>Inset L-A Labels Alt + N + LB>Inset L-B Labels Alt + N + LC>Inset L-C Labels Alt + N + LD>Inset L-D Labels Alt + N + LE>Inset L-E Labels Alt + N + LF>Inset L-F Labels Alt + N + LG>Inset L-G Labels Alt + N + LH>Inset L-H Labels Alt + N + LI>Inset L-I Labels Alt + N + LJ>Inset L-J Labels Alt + N + LK>Inset L-K Labels Alt + N + LL>Inset L-L Labels Alt + N + LM>Inset L-M Labels Alt + N + LN>Inset L-N Labels Alt + N + LO>Inset L-O Labels Alt + N + LP>Inset L-P Labels Alt + N + LQ>Inset L-Q Labels Alt + N + LR>Inset L-R Labels Alt + N + LS>Inset L-S Labels Alt + N + LT>Inset L-T Labels Alt + N + LU>Inset L-U Labels Alt + N + LV>Inset L-V Labels Alt + N + LW>Inset L-W Labels Alt + N + LX>Inset L-X Labels Alt + N + LY>Inset L-Y Labels Alt + N + LZ>Inset L-Z Labels Alt + N + MA>Inset M-A Labels Alt + N + MB>Inset M-B Labels Alt + N + MC>Inset M-C Labels Alt + N + MD>Inset M-D Labels Alt + N + ME>Inset M-E Labels Alt + N + MF>Inset M-F Labels Alt + N + MG>Inset M-G Labels Alt + N + MH>Inset M-H Labels Alt + N + MI>Inset M-I Labels Alt + N + MJ>Inset M-J Labels Alt + N + MK>Inset M-K Labels Alt + N + ML>Inset M-L Labels Alt + N + MM>Inset M-M Labels Alt + N + MN>Inset M-N Labels Alt + N + MO>Inset M-O Labels Alt + N + MP>Inset M-P Labels Alt + N + MQ>Inset M-Q Labels Alt + N + MR>Inset M-R Labels Alt + N + MS>Inset M-S Labels Alt + N + MT>Inset M-T Labels Alt + N + MU>Inset M-U Labels Alt + N + MV>Inset M-V Labels Alt + N + MW>Inset M-W Labels Alt + N + MX>Inset M-X Labels Alt + N + MY>Inset M-Y Labels Alt + N + MZ>Inset M-Z Labels Alt + N + NA>Inset N-A Labels Alt + N + NB>Inset N-B Labels Alt + N + NC>Inset N-C Labels Alt + N + ND>Inset N-D Labels Alt + N + NE>Inset N-E Labels Alt + N + NF>Inset N-F Labels Alt + N + NG>Inset N-G Labels Alt + N + NH>Inset N-H Labels Alt + N + NI>Inset N-I Labels Alt + N + NJ>Inset N-J Labels Alt + N + NK>Inset N-K Labels Alt + N + NL>Inset N-L Labels Alt + N + NM>Inset N-M Labels Alt + N + NO>Inset N-O Labels Alt + N + NP>Inset N-P Labels Alt + N + NQ>Inset N-Q Labels Alt + N + NR>Inset N-R Labels Alt + N + NS>Inset N-S Labels Alt + N + NT>Inset N-T Labels Alt + N + NU>Inset N-U Labels Alt + N + NV>Inset N-V Labels Alt + N + NW>Inset N-W Labels Alt + N + NX>Inset N-X Labels Alt + N +

tab.Toggle on and off the right border while in the Format Cells dialog box on the borders tab.Toggle on and off the upwards diagonal border while in the Format Cells dialog box on the borders tab.Toggle on and off the vertical interior border while in the Format Cells dialog box on the borders tab.Open theFormat Cellsdialog box.Apply or remove the bold format to a cell or range of cells.Apply or remove the italic format to a cell or range of cells.Apply or remove the underline format to a cell or range of cells.Apply the thousands comma with two decimal places number format to a cell or range of cells.Apply the date format to a cell or range of cells.Apply the currency format to a cell or range of cells.Apply the percent format to a cell or range of cells.Apply outside borders to a cell or range of cells.Apply the time format to a cell or range of cells.Remove all borders from a cell or range of cells.Apply the general format to a cell or range of cells.Open theFormat Cellsdialog box with the Font tab active.Open theFormat Cellsdialog box with the Font tab active.These shortcuts are essential to know if youre trying to track down an error in your formula or trying to understand a formula thats been written by someone else.Select cells that are directly precedent to the active cell.Select cells that are directly dependent on the active cell.Select cells that are directly or indirectly precedent to the active cell.Select cells that are directly or indirectly dependent on the active cell.Here is a collection of various shortcuts involving the function keys found at the very top of your keyboard.Open the Excel help menu.Repeats the last action performed.Display the shortcut key tips for the ribbon (same as pressing Alt).Create a chart sheet based on the currently selected range or table.Opens the Save As command.Refreshes the active pivot table or query.Opens the Macro dialog box.Show or hide the selection task pane.Open the VBA code editor.Toggle the ribbon on or off.Opens the Name Manager dialog box.Insert a macro sheet in the active workbook.Open a previously saved workbook.Opens the Find and Replace dialog box.Display the right click menu for a selected object.Insert a new sheet in the current workbook.Save the active workbook.Insert a new sheet in the current workbook.Toggle auto-hide on or off for the ribbon.Opens the create names from selection window to create named ranges.Refreshes all pivot tables or queries.Here are a variety of shortcuts for working with hyperlinks and comments,Insert a hyperlink in the active cell.Escape from editing a comment. Changes made to comments while editing are retained.Insert or Edit a comment in the active cell.Select all comments in the active worksheet.Delete all selected comments.Remove all selected hyperlinks.Open the hyperlink in the active cell.These shortcuts involve a combination of using the keyboard with the mouse.Cut and paste an object to another worksheet by dragging it to the sheet tabs in the lower left of the window.Copy an object (sheets, cells, ranges, tables, charts, pivot tables, etc.) by holding Ctrl and dragging the object.Cut and insert an object. This will shift cells down or to the right.Add a non-adjacent cell to a selected range.Add an adjacent cell to a selected range.Close all open Excel workbooks by holding Shift key and then clicking on the X in the top righthand corner of the window.Drag the lower right corner of a cell or range using the left mouse button to copy and paste or use auto-fill.Drag the lower right corner of a cell or range using the right mouse button to access advanced auto-fill features.These shortcuts are for forcing Excel to (re)calculate formulas and can be very useful if your workbook is set to manual calculation mode.(Re)Calculates all sheets in the active workbook.(Re)Calculates the active sheet in the active workbook.Rebuilds all formula dependencies and (re)calculates all sheets in the active workbook.Relying on the mouse to move around your workbooks can be slow. Speed things up with these shortcuts.Moves the active cell in the worksheet one cell to the down.Moves the active cell down by default. The default can be changed to up, left, right, or no movement.Move focus to the next pane in a workbook.Moves the active cell in the worksheet to the left most visible cell in the worksheet within the same row.Moves the active cell in the worksheet one cell to the left.Moves the active cell cursor and the screen one full page down.Moves the active cell cursor and screen one full page up.Moves the active cell in the worksheet one cell to the right.Moves the active cell in the worksheet one cell to the up.To move one full screen to the right in the worksheet.To move one full screen to the left in the worksheet.Scrolls to the active cell if its not in the visible window.Move to the lower most part of the current data region.Move to the lower right most used cell in the worksheet.Move to the left most part of the current data region.Move to the upper left most cell in the worksheet.Move to the left most part of the current data region.Move to the right most part of the current data region.Switch between open Excel workbooks.Move to the upper most part of the current data region.Move to the lower right most used cell in the worksheet.Move focus to the previous pane in a workbook.Switch between open Excel workbooks in reverse order.Use these shortcuts to move the active cell within your selected range.Moves the active cell down by default. The default can be changed to up, left, right, or no movement.Moves the active cell to the right in the range.Moves the active cell to the next corner of the range in a clockwise fashion. This does not move to corners in non continuous ranges.Moves the active cell up to the previous cell in the range.Moves the active cell to the left in the range.A collection of other useful shortcuts.Opens the style dialog box.Toggle between show and hide objects in the workbook.Duplicate the formula from the cell directly above.Create a new blank workbook.Open the menu to open a saved workbook.Open the Print (Print Preview) menu for the current worksheet.Save the current workbook or open the Save As menu is the file has not previously been saved.Close the current workbook.Undo the last command or action.Enters the current date into the active cell.Enters the current time into the active cell.These shortcuts are for pivot tables. You can also use some of the shortcuts found in the Table and Filters section with the filters found in your pivot tables.Create a pivot chart in a new sheet based on the selected data.Create a pivot chart in the same sheet based on the selected data.Group selected items in the pivot table.Ungroup selected items in the pivot table.Hide the selected item in the pivot table (remove from filter).Opens the Insert Calculated Field dialog box (using + from top row).Shortcuts for selecting cells or ranges in your worksheet.Opens theGo Towindow to select a range or range name.Enters theextend selectionmode. Press F8 again to exit the mode.Select the array containing the active cell.Select the cells in a row that dont match the formula or value in the active cell.Selects the entire worksheet.Opens theGo Towindow to select a range or range name.Selects the entire column or columns of the selected range.Collapse the selected range to just the active cell in the range.Expands the selected range down.Enters theead selectionmode. Press Shift + F8 again to exit the mode.Selects a range from the active cell to the start of the row.Expands the selected range left.Expands the selected range down one screen.Expands the selected range up one screen.Expands the selected range right.Selects the entire row or rows of the selected range.Expands the selected range up.Selects all data around the active cell.Expands the selected range to the bottom right most used cell in the worksheet.Expands the selected range to the top left most cell in the worksheet.Selects the entire worksheet.Excel has a ton of special characters that can be accessed from Insert > Symbols in the ribbon. If you use some of these frequently, its worth remembering the shortcut for them.Hold Alt, type the number sequence, and then release Alt. This is not even close to the complete list. Try any four number combination and see what it results in.A selection of shortcuts for working with tables and filters.Select the next item in the AutoFilter menu.Select the last item in the AutoFilter list.Select the first item in the AutoFilter list.Return to the main menu when in a submenu.Open the submenu while on items with a submenu.Check or uncheck items in the AutoFilter list.Select the next item in the AutoFilter menu.Select the previous item in the AutoFilter menu.Display AutoFilter list when on column headings with filters.Close the AutoFilter list if its open.Select the previous item in the AutoFilter menu.Clear all Filters from the table or filtered data range.Clear Filters from the column.Open the AutoFilter menu to the search box.Open the Test Filter submenu for the selected column.Open the filter by color submenu for the selected column.Sort Z to A in the selected column.Sort A to Z in the selected column.Open the sort by color submenu for the selected column.Display AutoFilter list when in any cell of a table with filters.Refreshes the active filter so that changes made to the data are included in filter results.Toggle filters on or off in a table or range.Toggle the total row on or off in a table.Shortcuts to hide, unhide, delete and insert rows or columns in your worksheet.Hides the column(s) of the active cell or selected range.Toggle between show and hide outlines in the workbook (Data tab > Outline group).Hides the row(s) of the active cell or selected range.Delete row(s) based on the selected range.Insert row(s) based on the selected range. Only works with + in number keypad.Unhides rows in the selected range.Unhides columns in the selected range.Open the Insert dialog box when a range that isnt a full row or column is selected. Otherwise, it inserts the row or column selected. Only works with the + in the top row numbers. + Indicates to hold the previous key, while pressing the next key. > Indicates to tap the previous key, releasing it before pressing the next key. Find the shortcuts list below: 2025 CAClubindia.com. India's largest network for Finance Professionals If you consider yourself a skilled Excel user, you know how important it is to use keyboard shortcuts. Not only does it make your work faster and more efficient, but it also allows you to impress others by working without a mouse. Improve your Excel skills by mastering these shortcuts, and you'll be amazed at how much more you can achieve while wowing your friends and colleagues. If there's a shortcut for it, just use the keyboard instead of the mouse. Basic Excel Keyboard ShortcutsKeyboard shortcuts can help you save time and be more efficient when working in Excel. Here are some of the most basic Excel shortcuts to get you started:Shortcut KeysActionsCtrl + XCutCtrl + CCopyCtrl + VPasteCtrl + ZUndoCtrl + YRedoCtrl + BBoldCtrl + IItalicsCtrl + SSaveF12Save As Useful Excel Keyboard Shortcuts: Master Them and Save TimeHere are some of the most useful Excel shortcuts that can save you time: Shortcut Keys Actions F2 Edit a cell F5 Displays GO TO box Alt = Autosum Ctrl + F Find Ctrl + H Replace Ctrl + D Fill down Ctrl + R Fill right F2 + Ctrl + Enter Fill the selected cells Ctrl + (Plus) Insert a new row / column Ctrl - (Minus) Delete a row / column Shift + F11 Insert a new worksheet Alt + E + L Delete a worksheet Alt + O + H + R Rename a worksheet Ctrl + N Insert a new workbook Ctrl + O Open a workbook Boost Your Excel Productivity with These Essential Keyboard Shortcuts Shortcut Keys Actions Alt + D + F + F Turn on / off filters Alt + D + F + S Clear filter Alt + Enter Insert a new line within a cell Ctrl + F2 Open print preview Alt + E + S + V Paste the results of a formula (not the formula itself) Alt + E + S + T Paste formats (not the content) Ctrl + Pg Up/Down Move to previous / next sheet Ctrl + Tab Switch between workbooks Alt + F11 Open VBA Editor Window Ctrl + = Show / Hide Formulas in Cells Ctrl + Spacebar Select entire column Shift + Spacebar Select entire row Ctrl + * Select current range Ctrl + Shift + Down/Right Select till the last non-blank cell in column/row Ctrl + A Select all data in an entire worksheet Ctrl + 0 Hide a column Ctrl + Shift + 9 Unhide a column Alt + N + V + T Insert pivot table Alt + O + C + W Change column width Alt + O + R + E Change row width Ctrl + 1 Format cells Ctrl + % Apply percentage format Ctrl + ; Today's date Ctrl + Shift + ; Today's time Lesser-Known Excel Keyboard Shortcuts Shortcut Keys Actions Press F5 and type A2:M9 in Reference: box and press ENTER Select a range (A2:M9) F7 Spell Check CTRL+F9 Minimize the workbook window to an icon CTRL+F10 Maximize or restore the workbook window Window logo key + M Minimize all excel workbook windows Ctrl + ' Copy formula above Ctrl + . 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