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I'm constantly gathering information about Excel keyboard shortcuts and hotkeys. Some time ago, I started developing an extremely comprehensive list of Excel keyboard shortcuts and hotkeys. Some time ago, I started developing an extremely comprehensive list of Excel keyboard shortcuts. If you want to learn more about
keyboard shortcuts, including how to find them and how to create custom shortcuts, please refer to this blog post. You can getfree access to this 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.I 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 #2Shortcut #3Basic DescriptionAdditional Comments Alt + JA(1) In Excel 2013 and later, go to Format tab of the Ribbon (when active) and later, go to Format tab of the Ribbon (when active) Alt + JCGo to Design
tab of the Ribbon (when active) Alt + JC + AIn Excel 2013 and later, expand Add Chart Element drop-down menu Alt + N + BInsert Element drop-down menu Alt + N + BInsert Element drop-down menu Alt + N + RIn Excel 2013 and later, Recommended Charts Alt + N + SDIn Excel 2013 and later, Insert Element drop-down menu Alt + N + BInsert Element drop-down menu Alt + N + 
Combo Chart Alt + N + XInsert Text Box F11Create a chart in a separate Chart sheet using currently selected dataExcel Keyboard Shortcut #3Basic DescriptionAdditional Comments (Ctrl + Alt + V) + BPaste special, skipping blanks when skipping blanks, existing values in the destination are not replaced by
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format Ctrl + Shift + FCtrl + Alt + H + 3 + UApply or remove underlining F4Repeat last command or action, when possible Excel Keyboard Shortcuts: Formulas And Functions Shortcut #1Shortcut #2Shortcut
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 PTrace Precedents Alt + Shift + F10Display menu or message generated by error background checking Ctrl + ADisplay the Function and Cell Selection
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 F9Calculate all worksheets in all open workbooks Shift + F3Alt + H + U + FDisplay the Insert Function dialog box Shift + F9Calculate the current active worksheet or to previous unlocked cell in a protected sheet; (2) Select suggestion from autocomplete to complete
 formula and move one cell to the left or to previous unlocked cellShift + Tab is also under the Navigation and Selection and Data categories Tab(1) Complete formula and move one cell to the right in a worksheet or to next unlocked cell in a protected sheet; (2) Select suggestion from autocomplete to complete formula and move one cell to the right or
to next unlocked cellTab is also under the Navigation and Selection and Data categories Excel Keyboard Shortcut #2Shortcut #2Shortcut #2Shortcut #2Shortcut #3Basic Description Additional Comments Alt + F4Close current active Excel Window Alt + SpaceDisplay Excel Options dialog box Ctrl + YRedo/repeat last
 rows/columns Alt + A + JShow grouped rows/columns are selected, ungroup dialog box Alt + H + M + CMerge & Center cells Alt + H + D + D(1) Delete selected rows/columns; or (2) Display the Delete
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 + O + WDisplay the Column Width dialog box Alt + H + O + LLock active cell(s) Ctrl + OAlt + H + O + U + CHide active column(s) Ctrl + 8Alternate between hiding and displaying outline symbols Applies if there are
rows/columns grouped Ctrl + 9Alt + H + O + U + RHide active row(s) Ctrl + Shift + Alnsert table rows above of the active cell frows/column; or (2) Display the Insert dialog box to insert cells/rows/columns above/to the left of the selected row/column; or (2) Display the Insert dialog box to insert cells/rows/columns above/to the left of the selected row/columns above/to the left of the 
Alt + H + I + LInsert table columns to the left of the active cell Command is only available when active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Command is only available when active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Command is only available when active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Command is only available when active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet columns to the left of the active cell Shift + H + I + RInsert worksheet cell Shift + H + I + 
certain (particularly newer versions) of Excel by default. In those cases, you can usually enable the shortcut by modifying the language bar hotkey settings and changing the setting (e.g. selecting "Not Assigned") for the key sequence to switch input keyboard layout Ctrl + Shift + 9Alt + H + O + U + OUnhide any hidden rows within selection Excel
 Keyboard Shortcuts: Navigation And Selection Shortcut #2Shortcut #2Shortcut #2Shortcut #2Shortcut #3Basic DescriptionAdditional Comments (Ctrl + Home) + (Ctrl + Shift + End)Select entire used range of worksheet, from first to last cell Alt(1) Within cells with AutoFilter lists, close AutoFilter lists, or (2) Within dialog boxes, close the expanded drop-down list box Alt +
 ;F5 + (Alt + S) + YSelect visible cells Alt + A to Alt + ZWithin a dialog box: (1) Select an option; or (2) Within dialog boxes,
 expand the selected drop-down list box Alt + FGo to Backstage View Alt + Page Down / Alt + Page Down /
or down of current active cell; (2) Within the Ribbon, move to the options, move between the main menu or sub-menu; (4) Within a drop-down list, move between items; (5) Within a group of options, move between options; or (6) When Extend Selection mode is on,
extend selection Ctrl + Shift + *F5 + (Alt + S) + RWhen in a cell, select data area around active cell clockwise to next corner (top-right > bottom-left > top-left) Ctrl + [F5 + (Alt + S) + PGo to direct dependents within active worksheet Ctrl + ]F5 + (Alt + S) + DGo to direct dependents
 Keys(1) Go to edge of current data area; or (2) Within a cell, skip a word to the left or to the right and left arrows can be used Ctrl + EndWithin a cell, skip a word to the left or to the right and left arrows can be used Ctrl + EndWithin a cell, go to end of cell
contents Ctrl + FShift + F5Alt + H + FD + FDisplay the Find and Replace dialog with the Find and Replace dialog with the Find and Replace tab selected
LGo to all precedents (direct and indirect) within active worksheet Ctrl + Shift + Arrow Keys(1) Extend selection to edge of current data area; or (2) Within a cell, select (or add to selection) the word to the left or to the right of the current
selection/insertion pointWithin a cell, only right and left arrows can be used Ctrl + Shift + End(1) Extend selection to last cell (cell in lowest used row and right-most used column) of worksheet; or (2) Within a cell or the Formula Bar, select (or add to selection) all the words from the current selection/insertion point to the end of contents of cell or
Formula Bar Ctrl + Shift + F4Find previous match Ctrl + Shift + Home(1) Extend selection to first cell of worksheet; or (2) Within a cell or Formula Bar Ctrl + Shift + OF5 + (Alt + S) + CAlt + H + FD + MGo to
cells with comments Ctrl + Shift + Page Down / Ctrl + Shift + Page UpSelect current active and next sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active and prior sheet to the left Ctrl + Shift + Page UpSelect current active activ
 active column within table; (2) Second time shortcut is pressed selects active column header (if any); and (3) Third time shortcut is pressed selects active column of worksheet Ctrl + Tab(1) Go to next workbook; or (2) Within a dialog box, go to next tab End(1) Turn End mode on; (2) Within a cell, go to end of current line; (3) When Scroll Lock is
turned on, go to cell in lower-right corner of the window; or (4) When a menu or sub-menu is visible, select last command of the menu or sub-menu when End mode is on: (1) Use Home to go to last cell in lowest used row and right-most used column) of worksheet; (3) Use Enter to go to last
non-blank cell to the right. End mode turns off automatically after pressing arrow/Home/Enter key Enter(1) Within a dialog box, perform action for default command; (2) Within a dialog box, perform action for default command; (2) Within a dialog box, perform action for default command; (2) Within a dialog box, perform action for default command; (2) Within a dialog box, perform action for default command; (3) Within a dialog box, perform action for default command; (2) Within a dialog box, perform action for default command; (3) Within a dialog box, perform action for default command; (4) Within a dialog box, perform action for default command; (5) Within a dialog box, perform action for default command; (6) Within a dialog box, perform action for default command; (7) Within a dialog box, perform action for default command; (8) Within a dialog box, perform action for default command; (8) Within a dialog box, perform action for default command; (8) Within a dialog box, perform action for default command; (8) Within a dialog box, perform action for default command; (8) Within a dialog box, perform action for default command; (9) Within a dialog box, perform action for default command; (10) Within a dialog box, perform action for default command; (10) Within a dialog box, perform action for default command; (10) Within a dialog box, perform action for default command; (10) Within a dialog box, perform action for default command; (10) Within a dialog box, perform action for default command; (10) Within a dialog box, perform action for default command; (10) Within a dialog box, perform action for default command; (10) Within a dialog box, perform action for default command; (10) Within a dialog box, perform action for default command; (10) Within a dialog box, perform action for default command; (10) Within a dialog box, perform action for default command; (10) Within a dialog box, perform action for default command; (10) Within a dialog box, perform action for default command; (10) Within a dialog box, perform actio
 Form, go to first field in next recordEnter is also under the Data category EnterWithin cell selection, move active cell to previous cell (usually left or up) Esc(1) Within menu, submenu, dialog box or message window; (2) When object is selected, cancel selectionEsc is
also under the Data category F1Display the Help Task pane When a command or control is selected, the Help Task pane displayed F5 + (Alt + S)Alt + H + FD + SDisplay the Go To Special dialog box F5 + (Alt + S) +
ASelect the current array F5 + (Alt + S) + BAlt + H + FD + OSelect all objects in worksheet Alt F5 + (Alt + S) + BAlt + H + FD + CONTONE F (Alt F5 + (Alt + S) + BAlt + H + FD + CONTONE F (Alt F5 + (Alt + S) + BAlt + H + FD + CONTONE F (Alt F5 + (Alt + S) + BAlt + H + FD + CONTONE F (Alt F5 + (Alt + S) + BAlt + H + FD + CONTONE F (Alt F5 + (Alt + S) + BAlt + H + FD + CONTONE F (Alt F5 + (Alt + S) + BAlt + H + FD + CONTONE F (Alt F5 + (Alt + S) + BAlt + H + FD + CONTONE F (Alt F5 + (Alt + S) + BAlt + H + FD + CONTONE F (Alt F5 + (Alt + S) + BAlt + H + FD + CONTONE F (Alt F5 + (Alt + S) + BAlt + H + FD + CONTONE F (Alt F5 + (Alt + S) + BAlt + H + FD + CONTONE F (Alt F5 + (Alt + S) + BAlt + H + FD + CONTONE F (Alt F5 + (Alt + S) + BAlt + H + FD + CONTONE F (Alt F5 + (Alt + S) + BAlt + H + FD + CONTONE F (Alt F5 + (Alt + S) + BAlt + H + FD + CONTONE F (Alt F5 + (Alt + S) + BAlt + H + FD + CONTONE F (Alt F5 + (Alt + S) + BAlt + H + FD + CONTONE F (Alt F5 + (Alt + S) + BAlt + 
OAlt + H + FD + NGo to cells with constants F5 + (Alt + S) + P + LGo to all precedents F5 + (Alt + S) + TAlt + H + FD + CSelect cells with conditional formatting F5 + (Alt + S) + T + ESelect cells with same data
validation F5 + (Alt + S) + WSelect row differences F6Switch between panes in the following order: worksheet, Ribbon, Task pane, Zoom controlsIn a split worksheet, this shortcut includes the split panes F8Turn Extend Selection mode allows you to extend the current selection using only the arrow keys Home(1) Go to
beginning of a row in a worksheet; (2) Within a cell, go to beginning of current line; (3) When a menu or sub-menu is visible, select first command of the menu or sub-menu Left Mouse Button + ShiftAdd adjacent cells or worksheets to current selection Page Down /
 Page UpMove 1 screen down / 1 screen up Shift + Arrow Keys(1) Extend selection by 1 cell; or (2) Within a cell, you can only use right and left arrow keys Shift + BackspaceWhen multiple cells are selected, select only the active cell
Shift + EndWithin a cell, select to the end of the current row Shift + F4Repeat last find action/Find next match Shift + F4Repeat last find action
 shortcut includes the split panes Shift + F8Add non-adjacent range to current selection. Use Shift + Home(1) Select to the beginning of the current row or (2) Within a cell, select to the beginning of the current row Shift + Page Down / Shift + Page
UpExtend selection 1 screen down / 1 screen up Shift + SpaceSelect active row within a table: (1) First time shortcut is pressed selects active row within table; (2) Second time shortcut is pressed selects active row within table; (2) Within
 selection, move active cell to the left; (3) Within a dialog box or the Ribbon, move to previous option or option groupShift + Tab is also under the Data and Formulas and Functions categories Spacebar(1) Within a dialog box, perform the action that corresponds to the selected button, or select or clear a checkbox; (2) Within the Ribbon, activate the
 selected command or control or open the selected menu or gallery Tab(1) Move one cell to the right; (3) Within a dialog box or the Ribbon, move to next option or option groupTab is also under the Data and Formulas and Functions
categoriesExcel Keyboard Shortcuts: Print Area Alt + P + R + SSet Print Area Alt + P + R + SSet Print Area Alt + P + S + PDisplay the Page Setup dialog box Ctrl +
 F2Display Print Preview area on Print tab of Backstage View Ctrl + PDisplay Print tab of Backstage View (print)Excel Keyboard Shortcut #3Basic DescriptionAdditional Comments Alt + A + QAdvanced Filter Alt + A + SAAlt + H + S + SSort smallest to largest Alt + A + SDAlt + H + S + SSort smallest to largest Alt + A + SDAlt + H + S + OSort smallest to largest Alt + A + SAAlt + B +
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Keyboard Shortcuts: Text Shortcut #2Shortcut #2Shortcut
Basic Editor, execute macroF5 is also under the Navigation and Selection category Alt + F11(1) If Visual Basic Editor is open, toggle between Excel and Visual Basic Editor Alt + F8Alt + W + M + VDisplay the Macro dialog box Alt + L + IExpand the Insert Form Controls and ActiveX
Controls drop-down menu Alt + W + M + RRecord Macro Alt + 
Comments Alt + H + D + SAlt + E + LDelete current active sheet Alt + H + D + SDelete active worksheet Alt + H + O + Malt + E + MDisplay the Move or Copy dialog box to move or Copy the active worksheet Alt + H + O + Malt + E + MDisplay the Move or Copy dialog box to move or Copy dialog box to move or Copy the active worksheet Alt + H + O + Malt + E + MDisplay the Move or Copy dialog box to move or Copy dialog box to move or Copy the active worksheet Alt + H + O + Malt + E + MDisplay the Move or Copy dialog box to move or Copy dialog box dialog box
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(when not maximized)(1) Use arrow keys to move window; and (2) When finished, use Enter to confirm or Esc to cancel Ctrl + F9Minimize current selected workbook
 window Ctrl + NCreate a new blank workbook Ctrl + ODisplay Open tab of Backstage View (open a workbook Ctrl + Shift + F12Save active file (1) using current file name and format, and (2) in current file location Ctrl + WClose the selected workbook F12Alt + F2Display the Save As dialog box Shift + F11Alt + H + I + SInsert a new worksheet in the selected workbook Ctrl + ODisplay Open tab of Backstage View (open a workbook Ctrl + Shift + F12Save active file (1) using current file name and format, and (2) in current file name and format, and (2) in current file name and format, and (3) in current file name and format, and (4) in current file name and format, and (5) in current file name and format, and (6) in current file name and format, and (7) in current file name and format, and (8) in current file name and (8) in current file name and (8) in current file name and (8) in current file n
the current workbook Microsoft Excel offers a couple of advanced excel shortcuts for handling several features and types of commands to customize the Excel activity. ALT key either individually or a combination of other keys performs a task or command more quickly than a mouse. Likes CTRL key, ALT key also makes a couple of shortcut keys.
Thats why it is called one of the best hotkeys in Excel. In a word, hotkeys are considered as shortcut is a key or combination of keys, after using them allow Excel users to access a particular feature or perform a command in a very short time. Here we
 explain all about ALT Shortcut Keys and their uses as well. II. WHY DO WE USEEXCEL SHORTCUTS? In a word, keyboard shortcuts can help Excel users to manage big datasets faster and handle them more efficiently because users hands remain on the keyboard. Excel provides several keyboard shortcuts for many commonly used
commands. For example, Ctrl+S is the keyboard shortcut for the Save command, which means the user hold down the CTRL key, then press the S key to save the workbook. Similarly, Ctrl+C for the copy, Ctrl+V for the paste. Users can also use the keyboard to quickly select commands on the ribbon. After pressing the ALT key to display the Key Tips,
 which are labels that appear over each tab and command on the ribbon. Follow the labels, press the key or keys indicated to access the corresponding tab, command, or button while users hands remain on the keyboard. The main motto of using Excel shortcuts is to customize the Excel activity rapidly other than using a mouse input device. III. TYPES
OF ADVANCED EXCEL SHORTCUTS WITH ALT KEYThere are five types of Excel shortcuts made with a combination of ALT Key.(A). TYPE 1: ADVANCED EXCEL SHORTCUTS WITH ALT KEY & ALPHABET KEYSAbout 90% of advanced Excel shortcuts with ALT Key belongs to this category. Alt+Ctrl+V (Sequentially press Alt+Ctrl+V)
Alt+E+S(Sequentially pressAlt, E, S)Displays the Paste Special Window. Equivalent to Copy the range (S). FAQs: What is the paste special shortcut? What is the paste values shortcut? Alt+Ctrl+V+V (Sequentially pressAlt+Ctrl+V, V)/
Alt+E+S+V(Sequentially pressAlt, E, S, V)Converts any formulas into the Values and number formats using the Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Window. Equivalent to Copy the Paste Special Window. Equivale
 Paste Special Window. Equivalent to Copy the range Home Clipboard Paste Paste Special Values and number format from a database and want to paste it in the same format to another location, we should apply it. As a result, date format paste as date format, number format as a
number, and text format as a text. Alt+Ctrl+V+R (Sequentially pressAlt, E, S, R)Paste copied range(s) in a new place with the same formulas and number formats Alt+Ctrl+V+W
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 Home Conditional Formatting drop-down Manage Rules Alt+D+F+F (Sequentially pressAlt, D, F, F) / Alt+A+T (Sequentially pressAlt, A, T) / Ctrl+Shift+L Apply or remove the Filter group FAQs:What is the excel filter
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the filtered dataset and then apply any of the Excel Shortcuts. FAQs: Reapply filter Excel shortcut Alt+A+Q (Sequentially pressAlt, A, Q)Apply the Advanced from Sort & Filter group Alt+E+I+S (Sequentially pressAlt, E, I, S) Open the Series Dialogue boxEquivalent to Select the range Home Fill
drop-down from Editing group SeriesBefore: After: Alt+H+O+I (Sequentially pressAlt, H, O, I) Apply Autofit Column Width Equivalent to Select the dataset Home Format drop-down
from Cells group Autofit Row HeightBeforeAfter Alt+O+H+R (Sequentially pressAlt, D, H, R) / Alt+H+O+R (Sequentially pressAlt, E, L) Delete the Sheet
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                                                                                                                                pressAlt, R. P. W)Protect a WorkbookEquivalent to Review Protect Workbook Alt+F+T (Sequentially pressAlt, F. T) Excel Options Equivalent to View Zoom ALT / F10 Active the Menu Bar Alt+F1 Creates an embedded Chart from
data in the current rangeEquivalent to Insert Charts (Select any) Alt+Shift+F1 / Shift+F11Insert a New Worksheet in a workbookEquivalent to File Save As FAQs: What is the save as shortcut excel? What is the save as shortcut key?
Alt+Shift+F2 / Ctrl+SSave the workbook. Equivalent to File Save Alt+F4Close All the opened workbooks, i.e. Close Excel. Equivalent to File Exit FAQs: What is the close window shortcut? Alt+F5 / Alt+A+R+R (Sequentially pressAlt, A, R, R) Refresh All the active query or Pivot Table Equivalent to File Exit FAQs: What is the close window shortcut? Alt+F5 / Alt+A+R+R (Sequentially pressAlt, A, R, R) Refresh All the active query or Pivot Table Equivalent to File Exit FAQs: What is the close window shortcut? Alt+F8 (Sequentially pressAlt, A, R, R) Refresh All the active query or Pivot Table Equivalent to File Exit FAQs: What is the close window shortcut? Alt+F8 (Sequentially pressAlt, A, R, R) Refresh All the active query or Pivot Table Equivalent to File Exit FAQs: What is the close window shortcut? Alt+F8 (Sequentially pressAlt, A, R, R) Refresh All the active query or Pivot Table Equivalent to File Exit FAQs: What is the close window shortcut? Alt+F8 (Sequentially pressAlt, A, R, R) Refresh All the active query or Pivot Table Equivalent to File Exit FAQs: What is the close window shortcut? Alt+F8 (Sequentially pressAlt, A, R, R) Refresh All the active query or Pivot Table Equivalent to File Exit FAQs: What is the close window shortcut? Alt+F8 (Sequentially pressAlt, A, R, R) Refresh All the active query or Pivot Table Equivalent to File Exit FAQs: What is the close Exit FAQs (Sequentially pressAlt) Refresh All the active query or Pivot Table Equivalent to File Exit FAQs (Sequentially pressAlt) Refresh All the active query of Pivot Table Equivalent to File Exit FAQs (Sequentially pressAlt) Refresh All the active query of Pivot Table Equivalent to File Exit FAQs (Sequentially pressAlt) Refresh All the active query of Pivot Table Equivalent to File Exit FAQs (Sequentially pressAlt) Refresh All the active query of Pivot Table Equivalent to File Exit FAQs (Sequentially pressAlt) Refresh All the active pressAlt (Sequentially pressAlt) Refresh All the active pressAlt (Sequentially pressAlt) Refresh All the Alt+FAQs (Seque
create, run, edit, or delete a macroEquivalent to View Macros View Macros View Macros View Macros Alt+F11 Open the Visual Basic Editor. Equivalent to Developer Code Visual Basic (C). TYPE 3: ADVANCED EXCEL SHORTCUTS WITH ALT KEY &
NAVIGATION KEYS Alt+Page DownMoves one screen to the left in a worksheet (Horizontally move) Page Down Moves one screen to the down (Vertically move) Alt+Shift+Page DownExtend the selection right one
screen (Horizontally move) Shift+Page Down Extend the selection down one screen (Vertically move) Alt+Shift+Page UpExtend the selection up one screen (Vertically move) Alt+Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Alt+Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend the selection up one screen (Vertically move) Shift+Page UpExtend th
Example 2: Display Filter drop-down list(D). TYPE 4: ADVANCED EXCEL SHORTCUTS WITH ALT KEY & SPECIAL KEYS Alt+TabSwitch to the next program Alt+EnterStarts a new line in the same cell Alt+SpacebarDisplays the Control Menu of the Excel window Alt+Backspace / Ctrl+ZUndo thelast
command or action(E). TYPE 5: ADVANCED EXCEL SHORTCUTS WITH ALT KEY & PUNCTUATION KEYS Alt + = Inserts the AutoSum formula in a single range or multiple ranges at a time. FAQs: What is the excel sum shortcut? What is the AutoSum shortcut? Alt + (Single
Quotation)Display the Style dialog box Alt +; (Semicolon) Select the Visible Cells Only (especially applied while the database with the filtered condition) Equivalent to Home Find & Select Go To Special Visible Cells OnlyNote: If we copy a cell with a formula and paste downwards (column-wise), it has been observed that the formula is pasted the
entire range along with the visible cells. Home / Excel Keyboard Shortcuts Last Updated: May 26, 2024Knowing and using Keyboard Shortcuts is one of those Excel Skills that can help you save a ton of time every day. There are more than 500 keyboard Shortcuts is one of those Excel Skills that can help you save a ton of time every day. There are more than 500 keyboard Shortcuts is one of those Excel Skills that can help you save a ton of time every day. There are more than 500 keyboard Shortcuts is one of those Excel Skills that can help you save a ton of time every day.
why I have listed only the 82 most important keyboard shortcut for the option that you can learn and use easily. If somehow you are not able to find a keyboard shortcut for the option that you use frequently in your work, you can use the following method to find it. Move to edge of data regionWindows: Ctrl + Arrow KeysMac: Command + Arrow KeysMove to
beginning of worksheetWindows: Ctrl + HomeMac: Command + HomeMac: Command + G or F5Show active cellWindows: Ctrl + BackspaceMac: Command + DeleteOpen Format Cells dialog boxWindows: Ctrl + 1Mac: Command + G or F5Show active cellWindows: Ctrl + BackspaceMac: Command + G or F5Show active cellWindows: Ctrl + BackspaceMac: Command + Comma
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 worksheetWindows: Shift + F11Mac: Shift + F11Mac: Shift + F11Mac: Command + Shift + 9Mac: Command + TApply
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more efficient. Here are some amazing keyboard shortcuts that I have learned throughout the years. Quick Analysis Tool - After selecting a range of cells, press Ctrl + Q to open the Quick Analysis tool. This tool offers options for formatting charts, totals, tables, and sparklines tailored to the selected data. Toggle Formulas View - Press Ctrl + Q to open the Quick Analysis tool. This tool offers options for formatting charts, totals, tables, and sparklines tailored to the selected data. Toggle Formulas View - Press Ctrl + Q to open the Quick Analysis tool.
between displaying formulas and their results in cells. It is handy for guickly reviewing the formulas in a worksheet. Insert Shift +; inserts the current time. This is especially entertaining for timestamps in a cell. Open Insert Function Dialog - Press Shift + F3 to
open the Insert Function dialog box. This box allows you to search for and insert functions without typing them manually or remembering syntax. Select all cells that have comments. This is handy when quickly navigating through or editing comments in a worksheet. Written by
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Excel shortcuts. When I went to my first internship many years ago, I remember one of the finance managers telling me theres no reason to ever touch the mouse when using Excel. I work with someone today who Ive heard say the same almost verbatim. I quess some things never change. Never might be a bit strong, but here are 10 ways to bypass the
mouse to get results faster in Excel.1. ALT, D, F, FHighlight the header row of the table in question, enter ALT, D, F, F and voila you can quickly toggle data filters on/off.2. ALT, D, F, FHighlight the header row of the table in question, enter ALT, D, F, FYou ever find yourself in a massive spreadsheet with filtered rows but you can quickly toggle data filters on/off.2. ALT, D, F, FHighlight the header row of the table in question, enter ALT, D, F, FYou ever find yourself in a massive spreadsheet with filtered rows but you can quickly toggle data filters on/off.2. ALT, D, F, FHighlight the header row of the table in question, enter ALT, D, F, EYou ever find yourself in a massive spreadsheet with filtered rows but you can quickly toggle data filters on/off.2. ALT, D, F, EYou ever find yourself in a massive spreadsheet with filtered rows but you can quickly toggle data filters on/off.2. ALT, D, F, EYou ever find yourself in a massive spreadsheet with filtered rows but you can quickly toggle data filters on/off.2. ALT, D, F, EYou ever find yourself in a massive spreadsheet with filtered rows but you can quickly toggle data filters on/off.2. ALT, D, F, EYou ever find yourself in a massive spreadsheet with filtered rows but you can quickly toggle data filters on/off.2. ALT, D, F, EYou ever find yourself in a massive spreadsheet with filtered rows but you can the filter of the filte
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range where you want the formula repeated (beginning with the formula in it) and keyCTRL + R.5. CTRL + DYou can also key in CTRL + D if you want a formula to fill down. It works exactly like CTRL + R, just going vertically instead of horizontally. How to get the other 5 formulas Ill send you the other half of my top ten list and a
printable PDF version for you when you set up a free account here. Its 100% free and I have many other tips and tricks to share so you can spend more time optimizing your spreadsheets and less time on Google searching for what you don't know. To more efficient spreadsheeting! Do you spend a lot of time in Excel? If you want to work more
efficiently, then learning keyboard shortcuts is the way to go. Keyboard shortcuts for Microsoft Excel with this complete guide. Youll be able to navigate through your files faster and get more done in less time. Check out our full guide today and
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charts and shapes, but the options available in this menu are different. Copy and paste the cell directly above into the active cell (fill right). Paste the last item from your clipboard. Cut the active cell or selected range. Skip
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formula and number formatting. Subtract values to the paste column widths. Paste all except any borders. These shortcuts are for entering and editing data and formula while in a worksheet or during editing when your cursor is active in the formula bar. Add
numbers in a formula. Subtract number in a formula. Multiply numbers in a formula. Divide number to the cursor. Moves the cursor one line down if the cell contents contain multiple lines. Moves the
cursor to the end of the line. Accepts any formula edits made and moves the active cell down by default. The default can be changed to up, left, right or no movement. Discard any formula edits made and relative cell down by default.
the cursor to the beginning of the line. Moves the cursor one character right. Complete the formula or data entry and move the active cell one cell to the right. Moves the cursor one character right. Complete the formula or data entry and move the active cell one cell to the right. One character right.
while in edit mode. Opens the Function Arguments window after typing the function name. Move view back to the active cell when editing a formula or data entry and remain on the current cell. Moves the cursor to the left by one word while in edit
mode. Moves the cursor to the right by one word while in edit mode. Opens the Insert Function dialog box while in the worksheet or in the formula bar and move the active cell one cell to the left. Enters the current date at the
cursor position while in edit mode. Enters the current time at the cursor position while in edit mode. Inserts argument name placeholders for a function (after typing out a valid function name). Expand or collapse the formula bar. Enter a formula as an array formula. Selects one word to the left of the cursor. Selects one word to the right of the
cursor. These shortcuts are for interacting with the Excel window to close, move and resize it. Closes the active workbook. Minimizes a workbook window or workbook window to close, move and resize the active workbook. Minimizes a workbook window or workbook. Window or workbook window or workbook. Window or workbook window or workbook window or workbook. Window or workbook window or workbook window or workbook. Window or workbook window or workbook window or workbook. Window or workbook window or workbook window or workbook. Window or workbook window or workbook window or workbook. Window or workbook window or workbook window or workbook. Window or workbook window or workbook window or workbook window or workbook. Window or workbook window or workbook window or workbook window or workbook. Window or workbook window or workbook window or workbook window or workbook. Window or workbook window or workbook window or workbook window or workbook. Window or workbook window or workb
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Find and Replace dialog box to the Replace tab.Repeats the last Find Next action performed. Proper formatting can make all the difference when it comes to how readable a workbook is. These shortcuts will make adding common format types quick and effortless! Toggle on and off the bottom border while in the Format Cells dialog box on the borders tab. Toggle on and off the left border while in the Format Cells dialog box on the borders tab. Toggle on and off the left border while in the Format Cells dialog box on the borders tab.

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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. 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 workboo tables or queries. Here are a variety of shortcuts for working with hyperlinks and comments in the active cell. Escape from editing a comment in the active cell. Select all comments in the active worksheet. Delete all selected comments. Remove all selected hyperlinks. Open the 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. 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)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 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. 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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 workbooks in reverse order. Use these shortcuts to move the active cell down by default. The default workbooks in reverse order. can be changed to up, left, right, or no movement. Moves the active cell to the range. Moves the active cell 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. Open the Print (Print Preview) menu to open a saved workbook. Open the Eurrent workbook. 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 time into the active cell. These 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 table. Ungroup selected items in the pivot table. cells or ranges in your worksheet. Opens the Go Towindow to select a range or range name. Enters the extend selection mode. Press F8 again to exit the mode. Select the array containing the active cell. Select the entire worksheet. Opens the Go Towindow to select a range or range name. Selects the entire column or columns of the selected range to just the active cell in the range left. Expands the selected range to just the active cell in the range from the active cell to the start of the row. Expands the selected range left. Expands the selected range to just the active cell in the range. Expands the selected range from the active cell to the start of the row. Expands the selected range left. Expands the selected range from the active cell in the range. Expands the selected range from the active cell to the start of the row. 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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 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 AutoFilter menu to the search box. Open the Test Filter submenu for the selected column. Sort Z to A in the selected column. Sort Z to A i 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 or 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. Unhides columns in the selected range. Unhides rows in the selected range. Unhides columns in the selected range. Unhides rows in the selected range. Unlike rows in the selected range. Unlike rows in the selected range. Unlike rows in selected. Otherwise, it inserts the row or column selected. Only works with the + in the top row numbers. + Indicates to hold the previous key, releasing it before pressing the next key. > Indicates to tap the previous key, releasing it before pressing the next key. > Indicates to tap the previous key, releasing it before pressing the next key. > Indicates to tap the previous key, releasing it before pressing the next key. > Indicates to tap the previous key, releasing it before pressing the next key. > Indicates to tap the previous key, releasing it before pressing the next key. > Indicates to tap the previous key, releasing it before pressing the next key. > Indicates to tap the previous key, releasing it before pressing the next key. > Indicates to tap the previous key, releasing it before pressing the next key. > Indicates to tap the previous key, releasing it before pressing the next key. > Indicates to tap the previous key, releasing it before pressing the next key. > Indicates to tap the next key. > Indicates to tap the previous key, releasing it before pressing the next key. > Indicates to tap the next key. > Indicates the next key. > Indicates the next key. > Indicates the next key. > Indicate 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 shortcuts Keyboard shortcuts to get you started: Shortcut KeysActionsCtrl + XCutCtrl CCopyCtrl + VPasteCtrl + ZUndoCtrl + YRedoCtrl + BBoldCtrl + IItalicsCtrl + SaveF12Save 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 worksheet Alt + C + H + R Rename a worksheet Alt + C + R Rename a wo Essential Keyboard Shortcuts Shortcuts Shortcut Keys Actions Alt + D + F + F Turn on / off filters Alt + D + F + F Turn on / off filters Alt + D + F + S Clear filter Alt + E + S + V Paste the results of a formula (not the formula itself) Alt + E + S + V Paste the results of a formula (not the formula itself) Alt + E + S + T Paste formats (not the formula itself) Alt + E + S + V Paste the results of a formula itself) Alt + E + S + T Paste formats (not the formula itself) Alt + E + S + T Paste formats (not the formula itself) Alt + E + S + V Paste the results of a formula itself) Alt + E + S + T Paste formats (not the formula itself) Alt + E + S + T Paste formats (not the formula itself) Alt + E + S + T Paste formats (not the formula itself) Alt + E + S + T Paste formats (not the formula itself) Alt + E + S + T Paste formats (not the formats itself) Alt + E + S + T Paste formats (sheet Ctrl + Tab Switch between workbooks Alt + F11 Open VBA Editor Window Ctrl + ~ Show / Hide Formulas in Cells Ctrl + Spacebar 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 + C + W Change format Ctrl + ; Today's date Ctrl + Shift + ; Today's time Lesser-Known Excel Keyboard 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 to an icon CTRL+F9 Minimize all excel workbook window to an icon CTRL+F10 Maximize or restore the workbook window to an icon CTRL+F10 Maximize or restore the workbook window by the active cell around from corner to corner Spread the Word!ShareShareTweet

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