

Excel Keyboard Shortcuts for a PC

Navigating Shortcuts

Alt + Tab	Toggle between programs
Ctrl + Esc	Show the Windows Start menu
Ctrl + Tab	Toggle between open Excel files
Ctrl + PageUp (PageDown)	Move between worksheets within the active file
Shift + Ctrl + PageUp (PageDown)	Toggle between open Excel files
Home	Move to the beginning of the line
Ctrl + Home	Move to the beginning of the worksheet

Ctrl + End	Move to the last cell on the worksheet
End (press and release) + Arrow Keys	Move by one block of data within a row or column
Ctrl + Arrow Keys	Move by one block of data within a row or column
Ctrl + [/ Ctrl +]	Jump to precedent cells / Jump to dependent cells
F5 (Go To) and then Enter	Return to the last cell visited
Ctrl + \	In a selected row, select the cells that don't match the formula in the active cell

Formatting Shortcuts

Ctrl + 1	Format Cells command
Ctrl + B	Apply bold formatting
Ctrl + I	Apply italic formatting
Ctrl + U	Underline cells
Ctrl + ;	Enter the date
Ctrl + Shift + ;	Enter the time
Ctrl + Shift + !	Apply the number format
Ctrl + Shift + #	Apply the date format
Ctrl + Shift + \$	Apply currency format
Ctrl + Shift + %	Apply percent format
Ctrl + Shift + &	Apply an outline border
Ctrl + Shift + _	Remove an outline border
Ctrl + 0	Hide selected column(s)
Ctrl + Shift + 0	Unhide selected column (s)
Ctrl + 9	Hide selected row(s)
Ctrl + Shift + 9	Unhide selected row(s)
Ctrl + ~	View cell formulas

Editing Shortcuts

F2	Edit the active cell
Ctrl + C	Copy
Ctrl + D	Copy down
Ctrl + F	Find
Ctrl + G	Go To
Ctrl + H	Replace
Ctrl + R	Copy right
Ctrl + V	Paste
Ctrl + Alt + V	Paste Special
Ctrl + X	Cut
Ctrl + Y	Repeat the last action
Ctrl + Z	Undo last action
Alt + Enter	Start new line in same cell
Alt + ↓	Open a filter drop down box
Ctrl + Delete	Delete text to end of line
Ctrl + '	Copy formula from cell above
Ctrl + Shift + '	Copy value from cell above

Selecting Cells

Ctrl + A	Select entire sheet
Ctrl + Spacebar	Select the column
Shift + Spacebar	Select the row
Alt + Shift + Rt/Lt Arrow	Group (ungroup) selected rows or columns
Shift + End + Arrow Keys	Extend the selection to the last non-blank cell in the same row or column

Menu Tips

You can select any menu command by pressing Alt and then the letter in the menu name.



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