Excel 2013 Shortcuts

Shortcut	Description
Alt+;	Select the visible cells in the current selection.
Alt+=	Insert an AutoSum function.
Alt+Arrow-Left	Decrease Indent
Alt+Arrow-Right	Increase Indent
Alt+Enter	Starts a new line in the same cell.
Alt+F1	Insert a column chart. Column charts are used to compare values across categories.
Alt+F11	Opens the Microsoft Visual Basic For Applications Editor, in which you can create a macro by using Visual Basic for Applications (VBA).
Alt+F2	Displays the Save As dialog box.
Alt+F4	Closes Excel.
Alt+F5	Refresh - Gets the latest data from the source connected to the active cell.
Alt+F8	Displays the Macro dialog box to create, run, edit, or delete a macro.
Alt+Page-Down	Moves one screen to the right in a worksheet.
Alt+Page-Up	Moves one screen to the left in a worksheet.
Alt+Shift+Arrow-Down	Sort Ascending
Alt+Shift+Arrow-Left	Ungroups a range of cells that were previously grouped.
Alt+Shift+Arrow-Right	Group - Ties a range of cells together so that they can be collapsed or expanded.
Alt+Shift+Arrow-Up	Sort Descending
Alt+Shift+F1	Inserts a new worksheet.
Alt+Shift+L	Clear Filter
Alt, A, A	Creates or edit relationships between tables to show related data from different tables on the same report.
Alt, A, B	Subtotal - Totals several rows of related data together by automatically inserting subtotals and totals for the selected cells.
Alt, A, C	Clears the filter and sorts state for the current range of data.
Alt, A, E	Separates the contents of one Excel cell into separate columns.
Alt, A, F, A	Import data from a Microsoft Access database.
Alt, A, F, F	Flash Fill - Automatically fills in values.
Alt, A, F, O	Imports data from other data sources.
Alt, A, F, T	Import data from a text file.
Alt, A, F, W	Imports data from a Web page.
Alt, A, G, A	Auto Outline
Alt, A, G, G	Group - Ties a range of cells together so that they can be collapsed or expanded.
Alt, A, H	Hide Detail - Collapses a group of cells.
Alt, A, J	Show Detail - Expands a collapsed group of cells.
Alt, A, K	Displays all of the other files this spreadsheet is linked to.
Alt, A, L	Group and Outline Settings - Shows the Outline dialog box.
Alt, A, M	Delete duplicate rows from a sheet. You can specify which columns should be checked for duplicate information. - Data > Data Tools > Remove Duplicates
Alt, A, N	Consolidate - Combines values from multiple ranges into one new range.
Alt, A, O	Displays all data connections for the workbook.
Alt, A, P	Specify how cells connected to a data source will update, what contents from the source will be displayed, and how changes in the number of rows or columns in the data source will be handled in the workbook.
Alt, A, Q	Advanced - Specifies complex criteria to limit which records are included in the result set of a query.
Alt, A, R, A	Refresh all - Updates all the information that is coming from a data source.
Alt, A, R, C	Cancels refresh.
Alt, A, R, O	Connection Properties
Alt, A, R, R	Refresh - Gets the latest data from the source connected to the active cell.
Alt, A, R, S	Refresh Status
Alt, A, S, A	Sorts the selection so that the lowest values are at the top of the column.
Alt, A, S, D	Sorts the selection so that the highest values are at the top of the column.
Alt, A, S, S	Sort - Shows the Sort dialog box to sort data based on several criteria at once.
Alt, A, T	Applies a data filter.
Alt, A, U, C	Clear Outline
Alt, A, U, U	Ungroups a range of cells that were previously grouped.
Alt, A, V, I	Circle Invalid Data
Alt, A, V, R	Clear Validation Circles
Alt, A, V, V	Prevent invalid data from being entered into a cell.
Alt, A, W, G	Goal Seek
Alt, A, W, S	Scenario Manager
Alt, A, W, T	Data Table
Alt, A, X	Connects to an external data source.
Alt, A, Y, 3	Reapplies the filter and sort in the current range.
Alt, F, A	Displays the Save As dialog box.
Alt, F, C	Closes the selected workbook window.
Alt, F, E, B	Export (Browser View Options)
Alt, F, E, C	Export (Change File Type)
Alt, F, E, P	Export (Create PDF/XPS Document)
Alt, F, H, E	Send using email (as attachment)
Alt, F, H, S	Share (Invite People) - File > Share > Invite People
Alt, F, I, A	Check Accessibility - Check the workbook for content that people with disabilities might find difficult to read. - Check for Issues > Check Accessibility
Alt, F, I, C	Check Compatibility - Check for features not supported by earlier versions of Excel. - Check for Issues > Check Compatibility

Alt, F, I, I	Inspect Document - Check the workbook for hidden properties or personal information. - Check for Issues > Inspect Document
Alt, F, I, P, E	Encrypt with Password - Require a password to open this workbook. - Protect Workbook > Encrypt with Password
Alt, F, I, P, F	Mark as Final - Let readers know the workbook is final and make it read-only. - Protect Workbook > Mark as Final
Alt, F, I, Q, P	Info (Show All Properties)
Alt, F, I, Q, S	Info (Properties)
Alt, F, I, R	Info (Manage Versions)
Alt, F, N, L	Blank workbook
Alt, F, N, S	Search online templates
Alt, F, O, A	Open (Add a place)
Alt, F, O, C	Open (Computer)
Alt, F, O, K	Open (SkyDrive)
Alt, F, O, R	Open (Recent Workbooks)
Alt, F, P	Displays the Print dialog box.
Alt, F, P, A	Only prints the active sheets.
Alt, F, P, C	Collation / Uncollation
Alt, F, P, F	Print Preview (Next Page)
Alt, F, P, G	Checks out the full set of page formatting options.
Alt, F, P, H	Print From Pages
Alt, F, P, I	Print (Which Printer)
Alt, F, P, J	Print to Page
Alt, F, P, L	Print (Page Size)
Alt, F, P, M	Print (Margins)
Alt, F, P, N	Print (Copies)
Alt, F, P, O	Print (Orientation)
Alt, F, P, P	Print
Alt, F, P, S	Prints sheets at their actual size.
Alt, F, P, W	Print (Zoom to Page)
Alt, F, P, X	Print (Show Margins)
Alt, F, S	Save
Alt, F, T	Customizes language, display, and other program settings.
Alt, F, X	Closes Excel.
Alt, F, Y, 1	Account Dialog
Alt, F, Y, 1, B	Office Background
Alt, F, Y, 1, D	Add a service
Alt, F, Y, 1, E	Removes your account.
Alt, F, Y, 1, N	Switches your account.
Alt, F, Y, 1, R	Update Options
Alt, H, 0	Shows more decimal places for a more precise value.
Alt, H, 3, D	Double underlines the selected text.
Alt, H, 3, U	Applies or removes underlining.
Alt, H, 5	Decreases the margin between the border and the text in the cell.
Alt, H, 6	Increases the margin between the border and the text in the cell.
Alt, H, 9	Shows fewer decimal places.
Alt, H, A, B	Aligns text to the bottom of the cell.
Alt, H, A, C	Applies align center.
Alt, H, A, L	Applies align left.
Alt, H, A, M	Aligns text so that it is centered between the top and bottom of the cell.
Alt, H, A, N	Changes currency format for the selected cell.
Alt, H, A, R	Applies align right.
Alt, H, A, T	Aligns text to the top of the cell.
Alt, H, B, A	All Borders
Alt, H, B, B	Bottom Double Border
Alt, H, B, C	Top and Thick Bottom Border.
Alt, H, B, D	Top and Bottom Border
Alt, H, B, E	Erase Border
Alt, H, B, G	Draw Border Grid
Alt, H, B, H	Thick Bottom Border
Alt, H, B, I	Line Color
Alt, H, B, I, M	More Border Colors
Alt, H, B, L	Left Border
Alt, H, B, M	More Borders
Alt, H, B, N	Removes the outline border from the selected cells.
Alt, H, B, O	Bottom Border
Alt, H, B, P	Top Border
Alt, H, B, R	Right Border
Alt, H, B, S	Applies the outline border to the selected cells.
Alt, H, B, T	Thick Box Border
Alt, H, B, U	Top and Bottom Border
Alt, H, B, W	Draw Border
Alt, H, B, Y	Line Style
Alt, H, C, C	Copies the selected cells.
Alt, H, C, P	Copies as picture.
Alt, H, D, C	Delete Sheet Columns
Alt, H, D, D	Deletes the selected cells.
Alt, H, D, R	Delete Sheet Rows
Alt, H, D, S	Delete Sheet
Alt, H, E, A	Clears everything from the selected cells.
Alt, H, E, C	Clears the content of selected cells. If editing text, deletes one character to the right.

Alt, H, E, F	Clears only the formatting that is applied to the selected cells.
Alt, H, E, L	Clears the hyperlinks from the selected cells.
Alt, H, E, M	Clears any comments that are attached to the selected cells.
Alt, H, E, R	Remove the hyperlinks and formatting from the selected cells.
Alt, H, F, A	Shows the Alignment tab of the Format Cells dialog box.
Alt, H, F, C	Font Color
Alt, H, F, C, M	More Font Colors
Alt, H, F, D, C	Find & Select Conditional Formatting
Alt, H, F, D, F	Displays the Find and Replace dialog box, with the Find tab selected.
Alt, H, F, D, G	Displays the Go To dialog box.
Alt, H, F, D, M	Find Comments
Alt, H, F, D, N	Find & Select Constants
Alt, H, F, D, O	Selects objects including ink, shapes, and text areas.This is especially useful when working with objects that are behind the text.
Alt, H, F, D, P	Displays the Selection Pane to help select individual objects and to change their order and visibility.
Alt, H, F, D, R	Searches for text you would like to change, and replaces it with something else.
Alt, H, F, D, S	Go To Special
Alt, H, F, D, U	Find & Select Formulas
Alt, H, F, D, V	Find & Select Data Validation
Alt, H, F, F	Changes the font face.
Alt, H, F, G	Increases the font size.
Alt, H, F, I, A	Fill Across Worksheets
Alt, H, F, I, D	Copies the value from the cell above the active cell into the cell or the Formula Bar.
Alt, H, F, I, F	Automatically fill in values. Enter a couple of examples you want as output and keep the active cell in the column you want filled in.
Alt, H, F, I, J	Fill Justify
Alt, H, F, I, L	Fill Left
Alt, H, F, I, R	Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.
Alt, H, F, I, S	Fill Series
Alt, H, F, I, U	Fill Up
Alt, H, F, K	Decreases font Size.
Alt, H, F, M	Shows the Number tab of the Format Cells dialog box.
Alt, H, F, N	Shows the Font tab of the Format Cells dialog box.
Alt, H, F, O	Displays the Office Clipboard Task Pane.
Alt, H, F, P	Copies formatting from one place and apply it to another.
Alt, H, F, Q, D	Rotate Text Down
Alt, H, F, Q, L	Angle Clockwise
Alt, H, F, Q, M	Shows the Alignment tab of the Format Cells dialog box.
Alt, H, F, Q, O	Angle Counterclockwise
Alt, H, F, Q, U	Rotate Text Up
Alt, H, F, Q, V	Vertical Text
Alt, H, F, S	Changes the font size.
Alt, H, H	Shading
Alt, H, H, M	More Colors
Alt, H, H, N	Removes cell shading.
Alt, H, I, C	Insert columns
Alt, H, I, I	Displays the Insert dialog box to insert blank cells.
Alt, H, I, R	Insert Sheet Rows
Alt, H, I, S	Inserts a new worksheet.
Alt, H, J	Cell Styles
Alt, H, J, M	Merge Styles
Alt, H, J, N	New Cell Style
Alt, H, K	Displays the value of the cell with a thousands separator. This will change the format of the cell to Accounting without a currency symbol.
Alt, H, L	Highlights interesting cells, emphasize unusual values, and visualize data using Data Bars, Color Scales, and Icon Sets based on criteria.
Alt, H, L, C, E	Clears rules from entire sheet.
Alt, H, L, C, P	Clears rules from this PivotTable.
Alt, H, L, C, S	Clears rules from selected cells.
Alt, H, L, C, T	Clears rules from this table.
Alt, H, L, D	Adds a colored data bar to represent the value in a cell. The higher the value, the longer the bar.
Alt, H, L, D, M	Data Bars More
Alt, H, L, H, A	Highlight cell rules: a date occurring (Conditional formatting)
Alt, H, L, H, B	Highlights cell rules: between (Conditional formatting)
Alt, H, L, H, D	Highlight cell rules: duplicate values (Conditional formatting)
Alt, H, L, H, E	Highlight cell rules: equal to (Conditional formatting)
Alt, H, L, H, G	Highlight cell rules: greater than (Conditional formatting)
Alt, H, L, H, L	Highlight cell rules: less than (Conditional formatting)
Alt, H, L, H, M	Highlight cell rules: more rules (Conditional formatting)
Alt, H, L, H, T	Highlight cell rules: text that contains (Conditional formatting)
Alt, H, L, I	Chooses a set of icons to represent the values in the selected cells.
Alt, H, L, I, M	Icon Sets - More Rules
Alt, H, L, N	New rule (Conditional formatting)
Alt, H, L, R	Creates, edits, deletes, and views all conditional formatting rules in the workbook by using the Conditional Formatting Rules Manager.
Alt, H, L, S	Applies a color gradient to a range of cells. The color indicates where each cell value falls within that range.

Alt, H, L, S, M	Applies a color gradient to a range of cells. The color indicates where each cell value falls within that range.
Alt, H, L, T, A	Top-bottom rules: Above Average (Conditional formatting)
Alt, H, L, T, B	Top-bottom rules: Bottom 10 Items (Conditional formatting)
Alt, H, L, T, M	Top-bottom rules: More Rules (Conditional formatting)
Alt, H, L, T, O	Top-bottom rules: Bottom 10 % (Conditional formatting)
Alt, H, L, T, P	Top-bottom rules: Top 10 % (Conditional formatting)
Alt, H, L, T, T	Top-bottom rules: Top 10 Items (Conditional formatting)
Alt, H, L, T, V	Top-bottom rules: Below Average (Conditional formatting)
Alt, H, M, A	Merges each row of the selected cells into a larger cell.
Alt, H, M, C	Combine and center the contents of the selected cells in a new larger cell.
Alt, H, M, M	Merge the selected cells into one cell.
Alt, H, M, U	Splits the current cell into multiple cells.
Alt, H, N	Choose how the values in a cell are displayed: as a percentage, as currency, as a date or time, etc.
Alt, H, O, A	AutoFit Row Height
Alt, H, O, D	Default Width
Alt, H, O, E	Shows the Format Cells dialog box.
Alt, H, O, H	Row height
Alt, H, O, I	AutoFit Column Width
Alt, H, O, L	Locks the selected cells to keep people from making changes to them. You must turn on Protect Sheet in order for this feature to work.
Alt, H, O, M	Move or Copy Sheet
Alt, H, O, P	Prevents unwanted changes from others by limiting their ability to edit.
Alt, H, O, R	Rename Sheet
Alt, H, O, T	Tab Color
Alt, H, O, T, M	More Sheet Tab Colors
Alt, H, O, T, N	No Tab Color
Alt, H, O, U, C	Hides the selected columns.
Alt, H, O, U, H	Unhide Sheet
Alt, H, O, U, L	Unhides any hidden columns within the selection.
Alt, H, O, U, O	Unhides any hidden rows within the selection.
Alt, H, O, U, R	Hides the selected rows.
Alt, H, O, U, S	Hide Sheet
Alt, H, O, W	Column Width
Alt, H, P	Displays the value of the cell as a percentage.
Alt, H, S, C	Clears the filter and sorts state for the current range of data.
Alt, H, S, F	Applies a data filter.
Alt, H, S, O	Sorts the selection so that the highest values are at the top of the column.
Alt, H, S, S	Sorts the selection so that the lowest values are at the top of the column.
Alt, H, S, U	Sort - Shows the Sort dialog box to sort data based on several criteria at once.
Alt, H, S, Y	Reapplies the filter and sort in the current range.
Alt, H, T	Quickly formats a range of cells and converts it to a Table by choosing a pre-defined Table Style.
Alt, H, T, N	New Table Style
Alt, H, T, P	New PivotTable Style
Alt, H, U, A	Inserts an Average function.
Alt, H, U, C	Inserts a Count function.
Alt, H, U, F	Shows the Insert function dialog.
Alt, H, U, I	Inserts a Minimum function.
Alt, H, U, M	Inserts a Maximum function.
Alt, H, U, S	Displays the sum of the selected cells directly after the selected cells.
Alt, H, V, A	Paste (Number formatting)
Alt, H, V, B	Paste (No borders)
Alt, H, V, E	Paste (Source Formatting)
Alt, H, V, F	Pastes formulas.
Alt, H, V, I	Pastes a linked picture.
Alt, H, V, K	Paste (Keeps source column width.)
Alt, H, V, N	Pastes a link.
Alt, H, V, O	Pastes formulas & numbers.
Alt, H, V, P	Paste - Inserts the contents of the Clipboard at the insertion point and replaces any selection.
Alt, H, V, R	Pastes formatting.
Alt, H, V, S	Displays the Paste Special dialog box.
Alt, H, V, T	Paste (Transpose)
Alt, H, V, U	Pastes a picture.
Alt, H, V, V	Pastes as Values.
Alt, H, V, W	Paste (Keeps source column width.)
Alt, H, W	Makes all content visible within a cell by displaying it on multiple lines.
Alt, H, X	Cuts the selected cells.
Alt, M, A, A	Removes the arrows drawn by Trace Precedents or Trace Dependents.
Alt, M, A, D	Removes dependent arrows.
Alt, M, A, P	Removes precedent arrows.
Alt, M, B	Calculate the entire workbook now. This is only necessary if automatic calculation has been turned off.
Alt, M, C	Displays the Create Name from Selection dialog box.
Alt, M, D	Shows arrows that indicate what cells are affected by the value of the currently selected cell.
Alt, M, E	Inserts a Date&Time function.
Alt, M, F	Edits the formula in the current cell by choosing functions and editing the arguments.
Alt, M, G	Inserts a Math function.

Alt, M, H	Alternates between displaying cell values and displaying formulas in the worksheet.
Alt, M, I	Inserts a Financial function.
Alt, M, J	Calculates the current sheet now. This is only necessary if automatic calculation has been turned off.
Alt, M, K, C	Circular References
Alt, M, K, E	Trace Error
Alt, M, K, K	Checks for common errors that occur in formulas.
Alt, M, L	Inserts a Logical function.
Alt, M, M, A	Apply Names
Alt, M, M, D	Names cells so that you can refer to them in formulas by that name.
Alt, M, N	Displays the Name Manager dialog box.
Alt, M, O	Inserts a Lookup&Reference function.
Alt, M, P	Shows arrows that indicate what cells are affected by the value of the currently selected cell.
Alt, M, Q, C	Inserts a Cube function.
Alt, M, Q, E	Inserts an Engineering function.
Alt, M, Q, I	Inserts an Information function.
Alt, M, Q, S	Inserts Statistical function.
Alt, M, Q, W	Inserts Web function.
Alt, M, R	Displays a list of recently used functions.
Alt, M, S	Choose a name used in this workbook and insert it into the current formula.
Alt, M, S, P	Displays the Paste Name dialog box. Available only if there are existing names in the workbook.
Alt, M, T	Inserts Text function.
Alt, M, U, A	Inserts an Average function.
Alt, M, U, C	Inserts a Count function.
Alt, M, U, F	More Functions
Alt, N, A, 1	Inserts an area chart. Area charts emphasize differences between several sets of data over a period of time.
Alt, N, A, P	Apps for Office
Alt, N, A, P, S	Shows additional available agave extensions.
Alt, N, R	Recommended Charts
Alt, N, S, C, C	Inserts a picture of part of the screen into the file.
Alt, N, S, D	Highlights different types of information. Use it when the range of values in the chart varies widely or you have mixed types of data.
Alt, N, S, F	Inserts a slicer to filter data interactively. Slicers make it faster and easier to filter PivotTables and cube functions.
Alt, N, S, H	Inserts ready-made shapes, such as rectangles and circles, arrows, lines, flowchart symbols, and callouts.
Alt, N, S, L	Inserts a line chart within a single cell.
Alt, N, S, O	Inserts a column chart within a single cell.
Alt, N, S, P	Recommended PivotTable
Alt, N, S, T	Creates a Timeline to filter dates interactively.
Alt, N, S, V	Inserts PowerView.
Alt, N, S, W	Inserts a win/loss chart within a single cell.
Alt, N, S, Z, C	Inserts a PivotChart.
Alt, N, S, Z, P	Inserts Pivot Chart and Table.
Alt, N, T	Displays the Create Table dialog box.
Alt, N, U	Inserts characters that are not on your keyboard, such as copyright symbols, trademark symbols, paragraph marks, and Unicode characters.
Alt, N, V	Summarizes data using a PivotTable.
Alt, N, W	Inserts decorative text in your document.
Alt, N, X	Inserts a text box that can be positioned anywhere on the page.
Alt, P, A, A, B	Aligns text to the bottom of the cell.
Alt, P, A, A, C	Applies align center.
Alt, P, A, A, G	Displays the lines between rows and columns in the sheet to make editing and reading easier.
Alt, P, A, A, H	Distribute Horizontally
Alt, P, A, A, L	Applies align left.
Alt, P, A, A, M	Aligns text so that it is centered between the top and bottom of the cell.
Alt, P, A, A, P	Snap to Grid
Alt, P, A, A, R	Applies align right.
Alt, P, A, A, S	Snap to Shape
Alt, P, A, A, T	Aligns text to the top of the cell.
Alt, P, A, A, V	Distribute Vertically
Alt, P, A, E, B	Sends the selected object backward so that it is hidden by the objects that are in front of it.
Alt, P, A, E, K	Sends the selected object behind all other objects.
Alt, P, A, F, F	Brings the selected object forward so that it is hidden by fewer objects that are in front of it.
Alt, P, A, F, R	Brings the selected object in front of all other objects so that no part of it is hidden behind another object.
Alt, P, A, G, E	Regroup
Alt, P, A, G, G	Joins two or more selected objects together so they will be treated as one object.
Alt, P, A, G, U	Breaks a set of grouped objects back into individual objects.
Alt, P, A, P	Displays the Selection Pane to help select individual objects and to change their order and visibility.
Alt, P, A, Y, H	Flip Horizontal
Alt, P, A, Y, L	Rotate Left 90°
Alt, P, A, Y, M	More Rotation Options
Alt, P, A, Y, R	Rotate Right 90°
Alt, P, A, Y, V	Flip Vertical

Alt, P, B, A	Resets All Page Breaks.
Alt, P, B, I	Insert Page Break
Alt, P, B, R	Remove Page Break
Alt, P, G	Sets an image to display as the background of the sheet.
Alt, P, H	Shrinks the height of printed output to fit a maximum number of pages.
Alt, P, I	Sets rows and columns to repeat on each printed page.
Alt, P, M	Selects the margin sizes for the entire document or the current section.
Alt, P, O, Arrow-Down, Enter	Landscape
Alt, P, O, Enter	Portrait
Alt, P, P, G	Prints the lines between rows and columns in the sheet to make reading easier.
Alt, P, P, H	Prints row and column headings.
Alt, P, R, C	Clear Print Area
Alt, P, R, S	Set Print Area
Alt, P, S, O	Displays the Sheet tab of the Page Setup dialog box.
Alt, P, S, P	Displays the Page tab of the Page Setup dialog box.
Alt, P, S, Z	Choose a paper size for the current section.
Alt, P, T, C	Changes the colors for the current theme.
Alt, P, T, E	Changes the effects for the current theme.
Alt, P, T, F	Changes the fonts for the current theme.
Alt, P, T, H	Changes the overall design of the entire document, including colors, fonts, and effects.
Alt, P, T, H, A	Save Current Theme
Alt, P, T, H, B	Browse for Themes
Alt, P, V, G	Displays the lines between rows and columns in the sheet to make editing and reading easier.
Alt, P, V, H	Displays column headings and row numbers.
Alt, P, W	Shrinks the width of printed output to fit a maximum number of pages.
Alt, P, X	Stretches or shrinks the printed output to a percentage of its actual size.
Alt, R, A	Displays all comments in the sheet.
Alt, R, C	Adds a comment about the selection.
Alt, R, D	DeleteS the selected comment.
Alt, R, E	Suggests other words with a similar meaning to the word you have selected.
Alt, R, G, C	Accept/Reject Changes
Alt, R, G, H	Highlight Changes
Alt, R, H	Displays or hides the comment attached to the selected cell.
Alt, R, I	Displays or hides any ink annotations on the sheet.
Alt, R, L	Translates selected text into a different language.
Alt, R, N	Adds a comment about the selection.
Alt, R, O	Shares the workbook and protects it with a password at the same time.
Alt, R, P, S	Prevents unwanted changes to the data in a sheet by specifying what information can be changed.
Alt, R, P, W	Prevents unwanted changes to the structure of the workbook, such as moving, deleting, or adding sheets.
Alt, R, R	Opens the Research Task Pane to search through reference materials, such as dictionaries, encyclopedias, and translation services.
Alt, R, S	Checks the spelling of text.
Alt, R, U	Allows specific people to edit ranges of cells in a protected workbook or sheet.
Alt, R, V	Selects the previous comment in the sheet.
Alt, R, W	Prevents unwanted changes to the structure of the workbook, such as moving, deleting, or adding sheets.
Alt, W, A	Tiles all open program windows side-by-side on the screen.
Alt, W, B	Displays two worksheets side-by-side so that you can compare their contents.
Alt, W, C	Saves a set of display and prints settings as a custom view.
Alt, W, F, C	Keeps the first column visible while scrolling through the rest of the worksheet.
Alt, W, F, F	Keeps rows and columns visible while the rest of the worksheet scrolls (based on current selection).
Alt, W, F, R	Keeps the top row visible while scrolling through the rest of the worksheet.
Alt, W, G	Zooms the worksheet so that the currently selected range of cells fills the entire window.
Alt, W, H	Hides the current window so that it cannot be seen.
Alt, W, I	Displays a preview of where pages will break when this document is printed.
Alt, W, J	Zooms the document to 100% of the normal size.
Alt, W, K	Saves the current layout of all windows as a workspace so that it can be restored later.
Alt, W, L	Displays the document in Normal view
Alt, W, M, R	Records a macro. Each of the commands you perform will be saved into the macro so that you can play them back again.
Alt, W, M, U	Uses relative references so that macros are recorded with actions relative to the initial selected cell.
Alt, W, M, V	Displays the Macro dialog box to create, run, edit, or delete a macro.
Alt, W, N	Opens a new window containing a view of the current document.
Alt, W, P	Displays the document as it will appear on the printed page.
Alt, W, Q	Displays the Zoom dialog box to specify the zoom level of the document.
Alt, W, R	Displays the rulers, used to measure and line up objects in the document.
Alt, W, S	Splist the window into multiple resizable panes containing views of your worksheet.
Alt, W, T	Reset the window position of the documents being compared side-by-side so that they share the screen equally.
Alt, W, U	Unhides any windows hidden by the Hide Window feature.

Alt, W, V, F	Displays the formula bar, in which you can enter text and formulas into cells.
Alt, W, V, G	Displays the lines between rows and columns in the sheet to make editing and reading easier.
Alt, W, V, H	Displays row and column headings.
Alt, W, V, S	Synchronizes the scrolling of two documents so that they scroll together.
Alt, W, W	Switches to a different currently open window.
Arrow-Down	Moves one cell down in a worksheet. Selects the next command when a menu or submenu is open.
Arrow-Left	Moves one cell left in a worksheet. Selects the tab to the left when the ribbon is selected. When a submenu is open or selected, the arrow key switches between the main menu and the submenu. When a ribbon tab is selected, the key navigates the tab buttons.
Arrow-Right	Moves one cell right in a worksheet. Selects the tab to the right when the ribbon is selected. When a submenu is open or selected, the arrow key switches between the main menu and the submenu. When a ribbon tab is selected, the key navigates the tab buttons.
Arrow-Up	Moves one cell up in a worksheet. Selects the previous command when a menu or submenu is open. When a ribbon tab is selected, the key navigates up the tab group.
Backspace	Edits the active cell and then clears it, or deletes the preceding character in the active cell as you edit cell contents.
Ctrl+	In a selected row, select the cells that don't match the formula or static value in the active cell.
Ctrl+,	Increase Decimal
Ctrl+.	Decrease Decimal
Ctrl+/	Selects the array containing the active cell.
Ctrl+0	Hides the selected columns.
Ctrl+1	Shows the Format Cells dialog box.
Ctrl+2	Applies or removes bold formatting.
Ctrl+3	Applies or removes italic formatting.
Ctrl+4	Applies or removes underlining.
Ctrl+5	Applies or removes strikethrough.
Ctrl+6	Alternates between hiding and displaying objects.
Ctrl+8	Displays or hides the outline symbols.
Ctrl+9	Hides the selected rows.
Ctrl+;	Enters the current date.
Ctrl+[	Select all cells directly referenced by formulas in the selection.
Ctrl+]	Select cells that contain formulas that directly reference the active cell.
Ctrl+`	Alternates between displaying cell values and displaying formulas in the worksheet.
Ctrl+A	Selects the entire worksheet. If the worksheet contains data, Ctrl+A selects the current region.
Ctrl+Alt+	Clear Arrows
Ctrl+Alt+[	Trace Precedents
Ctrl+Alt+]	Trace Dependents
Ctrl+Alt+Arrow-Left	Hide Detail
Ctrl+Alt+Arrow-Right	Show Detail
Ctrl+Alt+F5	Refresh all - Updates all the information that is coming from a data source.
Ctrl+Alt+F9	Calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
Ctrl+Alt+G	Gridlines Toggle
Ctrl+Alt+L	Reapplies the filter and sort in the current range.
Ctrl+Alt+Shift+Arrow-Down	Border – Bottom
Ctrl+Alt+Shift+Arrow-Left	Border – Left
Ctrl+Alt+Shift+Arrow-Right	Border – Right
Ctrl+Alt+Shift+Arrow-Up	Border – Top
Ctrl+Alt+Shift+F9	Rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.
Ctrl+Alt+V	Displays the Paste Special dialog box.
Ctrl+Arrow-Down	Moves to the bottom of the current data region in a worksheet.
Ctrl+Arrow-Left	Moves to the left corner of the current data region in a worksheet.
Ctrl+Arrow-Right	Moves to the right corner of the current data region in a worksheet.
Ctrl+Arrow-Up	Moves to the top of the current data region in a worksheet.
Ctrl+B	Applies or removes bold formatting.
Ctrl+C	Copies the selected cells.
Ctrl+D	Copies the value from the cell above the active cell into the cell or the Formula Bar.
Ctrl+E	Flash Fill - Automatically fills in values.
Ctrl+End	Moves to the last cell on a worksheet, to the lowest used row of the rightmost used column. If the cursor is in the formula bar, CTRL+END moves the cursor to the end of the text.
Ctrl+Enter	Fills the selected cell range with the current entry.
Ctrl+F	Displays the Find and Replace dialog box, with the Find tab selected.
Ctrl+F1	Displays or hides the ribbon.
Ctrl+F10	Maximizes or restores the selected workbook window.
Ctrl+F2	Displays the Print dialog box.
Ctrl+F3	Displays the Name Manager dialog box.
Ctrl+F4	Closes the selected workbook window.
Ctrl+F5	Restores the window size of the selected workbook window.
Ctrl+F6	Switches to the next workbook window when more than one workbook window is open.
Ctrl+F7	Performs the Move command on the workbook window when it is not maximized.

Ctrl+F8	Performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized.
Ctrl+F9	Minimizes a workbook window to an icon.
Ctrl+G	Displays the Go To dialog box.
Ctrl+H	Displays the Find and Replace dialog box, with the Replace tab selected.
Ctrl+Home	Moves to the beginning of a worksheet.
Ctrl+I	Applies or removes italic formatting.
Ctrl+K	Creates a link to a Web page, a picture, an e-mail address, or a program.
Ctrl+L	Displays the Create Table dialog box.
Ctrl+Minus	Deletes the selected cells.
Ctrl+Minus-Numblock	Deletes the selected cells.
Ctrl+N	Creates a new, blank workbook.
Ctrl+O	Displays the Open dialog box to open or find a file.
Ctrl+P	Displays the Print dialog box.
Ctrl+Page-Down	Moves to the next sheet in a workbook.
Ctrl+Page-Up	Moves to the previous sheet in a workbook.
Ctrl+Plus-Numblock	Displays the Insert dialog box to insert blank cells.
Ctrl+R	Uses 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+S	Saves the active file with its current file name, location, and file format.
Ctrl+Shift+	In a selected column, select the cells that don't match the formula or static value in the active cell.
Ctrl+Shift+-	Border – None
Ctrl+Shift+0	Unhides any hidden columns within the selection.
Ctrl+Shift+1	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
Ctrl+Shift+2	Applies the Time format with the hour and minute, and AM or PM.
Ctrl+Shift+3	Applies the Date format with the day, month, and year.
Ctrl+Shift+4	Applies the Currency format with two decimal places (negative numbers in parentheses).
Ctrl+Shift+5	Applies the Percentage format with no decimal places.
Ctrl+Shift+6	Applies the Scientific number format with two decimal places.
Ctrl+Shift+7	Border – Outline
Ctrl+Shift+7	Applies the outline border to the selected cells.
Ctrl+Shift+8	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.
Ctrl+Shift+9	Unhides any hidden rows within the selection.
Ctrl+Shift+;	Enters the current time.
Ctrl+Shift+=	Displays the Insert dialog box to insert blank cells.
Ctrl+Shift+[	Select all cells directly or indirectly referenced by formulas in the selection.
Ctrl+Shift+]	Select cells that contain formulas that directly or indirectly reference the active cell.
Ctrl+Shift+`	Applies the General number format.
Ctrl+Shift+A	Inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.
Ctrl+Shift+Arrow-Down	Extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.
Ctrl+Shift+Arrow-Left	Extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.
Ctrl+Shift+Arrow-Right	Extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.
Ctrl+Shift+Arrow-Up	Extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.
Ctrl+Shift+End	Extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, CTRL+SHIFT+END selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar.
Ctrl+Shift+F	Increase Font Size
Ctrl+Shift+F	Shows the Font tab of the Format Cells dialog box.
Ctrl+Shift+F11	Delete Sheet
Ctrl+Shift+F2	Rename Sheet
Ctrl+Shift+F3	Displays the Create Name from Selection dialog box.
Ctrl+Shift+G	Decrease Font Size
Ctrl+Shift+Home	Extends the selection of cells to the beginning of the worksheet.
Ctrl+Shift+L	Applies a data filter.
Ctrl+Shift+Minus	Removes the outline border from the selected cells.
Ctrl+Shift+O	Selects all cells that contain comments.
Ctrl+Shift+P	Shows the Font tab of the Format Cells dialog box.
Ctrl+Shift+Page-Down	Selects the current and next sheet in a workbook.
Ctrl+Shift+Page-Up	Selects the current and previous sheet in a workbook.
Ctrl+Shift+Spacebar	Selects the entire worksheet. If the worksheet contains data, Ctrl+A selects the current region.
Ctrl+Shift+U	Switches between expanding and collapsing of the formula bar.
Ctrl+Shift+W	Wrap Text
Ctrl+Spacebar	Selects an entire column in a worksheet.
Ctrl+T	Displays the Create Table dialog box.
Ctrl+U	Applies or removes underlining.
Ctrl+V	Paste - Inserts the contents of the Clipboard at the insertion point and replaces any selection.

Ctrl+W	Closes the selected workbook window.
Ctrl+X	Cuts the selected cells.
Ctrl+Y	Redoes the last command or action, if possible (after it was undone)
Ctrl+Z	Uses the Undo command to reverse the last command or to delete the last entry that you typed.
Delete	Clears the content of selected cells. If editing text, deletes one character to the right.
End	Turns End mode on. In End mode, you can then press an arrow key to move to the next nonblank cell in the same column or row as the active cell. If the cells are blank, pressing END followed by an arrow key moves to the last cell in the row or column. END also selects the last command on the menu when a menu or submenu is visible.
Enter	Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default). In a data form, it moves to the first field in the next record. Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command. In a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often the OK button).
Esc	Cancels an entry in the cell or Formula Bar. Closes an open menu or submenu, dialog box, or message window. It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the ribbon and status bar again.
F1	Displays the Excel Help task pane.
F10	Turns key tips on or off. (Pressing ALT does the same thing.)
F11	Creates a chart of the data in the current range in a separate Chart sheet.
F12	Displays the Save As dialog box.
F2	Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off.
F3	Displays the Paste Name dialog box. Available only if there are existing names in the workbook.
F4	Repeats the last command or action, if possible.
F5	Displays the Go To dialog box.
F6	Switches between the worksheet, ribbon, task pane, and Zoom controls. In a worksheet that has been split (View menu, Manage This Window, Freeze Panes, Split Window command), F6 includes the split panes when switching between panes and the ribbon area.
F7	Displays the Spelling dialog box to check spelling in the active worksheet or selected range.
F8	Turns extend mode on or off. In extend mode, Extended Selection appears in the status line, and the arrow keys extend the selection.
F9	Calculates all worksheets in all open workbooks.
Home	Moves to the beginning of a row in a worksheet. Moves to the cell in the upper-left corner of the window when SCROLL LOCK is turned on. Selects the first command on the menu when a menu or submenu is visible.
Page-Down	Moves one screen down in a worksheet.
Page-Up	Moves one screen up in a worksheet.
Shift+Arrow-Down	Extends the selection of the cells by one cell down
Shift+Arrow-Left	Extends the selection of the cells by one cell left
Shift+Arrow-Right	Extends the selection of the cells by one cell right.
Shift+Arrow-Up	Extends the selection of the cells by one cell up.
Shift+Enter	Completes a cell entry and selects the cell above.
Shift+F11	Insert Sheet
Shift+F11	Inserts a new worksheet.
Shift+F2	Adds or edits a cell comment.
Shift+F3	Displays the Insert Function dialog box.
Shift+F4	Repeats the last Find action (after the Find Windows is closed)
Shift+F5	Displays the Find and Replace dialog box, with the Find tab selected.
Shift+F6	Switches between the worksheet, Zoom controls, task pane, and ribbon.
Shift+F8	Enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys.
Shift+F9	Calculates the active worksheet.
Shift+Spacebar	Selects an entire row in a worksheet.
Shift+Tab	Moves to the previous cell in a worksheet or the previous option in a dialog box.
Tab	Moves one cell to the right in a worksheet. Moves between unlocked cells in a protected worksheet. Moves to the next option or option group in a dialog box.