BoringExcel

Keyboard shortcuts

Windows

Start here

A plus sign joins keys that are pressed together. A comma and a space joins keys that are pressed one after another. On a Mac laptop, a function key often needs Fn as well.

Shortcut	What it does
Ctrl+S	Save the workbook.
Shift+Space	Select the entire row.
Ctrl+Space	Select the entire column.
Ctrl+C	Copy the selection.
Ctrl+V	Paste from the clipboard.
Ctrl+X	Cut the selection to the clipboard.
Ctrl+Z	Undo the last change.
Ctrl+Y	Redo the last change you undid.
F2	Edit the active cell.
Ctrl+D	Copy the first cell down through the rest of the selection.
Ctrl+F	Find text on the sheet.
Ctrl+B Ctrl+2	Apply or remove bold.
Alt+=	Insert an AutoSum formula.
Ctrl+Shift+L	Turn filter arrows on or off.

Workbook

Shortcut	What it does
Ctrl+N	Create a new workbook.
Ctrl+O	Open an existing workbook.
Ctrl+S	Save the workbook.
F12	Save the workbook with a new name or location.
Ctrl+P	Open Print.
Ctrl+W Ctrl+F4	Close this workbook.
Alt+F4	Quit Excel.
Shift+F11 Alt+Shift+F1	Insert a new worksheet.
Ctrl+Page Down	Move to the next worksheet.
Ctrl+Page Up	Move to the previous worksheet.
Ctrl+Shift+G	Show counts of cells, tables, and other objects in the workbook.
Ctrl+Alt+F5	Refresh every data connection in the workbook.
No shortcut	Open Excel preferences.

Ribbon

Shortcut	What it does
Ctrl+F1	Show or hide the ribbon.
Alt F10	Show KeyTips so you can open a ribbon tab.
Alt+F	Open the File tab.
Alt+H	Open the Home tab.
Alt+N	Open the Insert tab.
Alt+P	Open the Page Layout tab.
Alt+M	Open the Formulas tab.
Alt+A	Open the Data tab.
Alt+R	Open the Review tab.
Alt+W	Open the View tab.
Alt+Q	Open Search on the ribbon.

Navigation

Shortcut	What it does
Up	Move to the cell above.
Down	Move to the cell below.
Left	Move to the cell on the left.
Right	Move to the cell on the right.

Shortcut	What it does
Ctrl+Up	Jump up to the edge of the data.
Ctrl+Down	Jump down to the edge of the data.
Ctrl+Left	Jump left to the edge of the data.
Ctrl+Right	Jump right to the edge of the data.
Home	Move to the first cell in the row.
Ctrl+Home	Move to the first cell of the sheet.
Ctrl+End	Move to the last cell that has been used.
End	Turn End mode on.
End, Up	In End mode, jump up to the next data edge.
End, Down	In End mode, jump down to the next data edge.
End, Left	In End mode, jump left to the next data edge.
End, Right	In End mode, jump right to the next data edge.
Page Up	Move the view up by one screen.
Page Down	Move the view down by one screen.
Alt+Page Up	Move the view left by one screen.
Alt+Page Down	Move the view right by one screen.
Tab	Move to the next cell.
Shift+Tab	Move to the previous cell.
Tab	Move to the next unlocked cell on a protected sheet.
F5 Ctrl+G	Jump to a cell, range, or name.
Ctrl+Alt+=	Zoom in on the sheet.
Ctrl+Alt+-	Zoom out from the sheet.
Ctrl+Backspace	Scroll so the active cell is in view.
Alt+Down	Open the list of allowed values.
Ctrl+Alt+5, Tab	Move through the shapes on the sheet.
Esc	Leave the selected shape and return to the cells.
No shortcut	Open the search pane.

Selection

Shortcut	What it does
Shift+Space	Select the entire row.
Ctrl+Space	Select the entire column.
Ctrl+A Ctrl+Shift+Space	Select the current region, or the whole sheet when that region is already selected.
Ctrl+Shift+*	Select the block of filled cells around the active cell.
No shortcut	Select only the cells that are visible.
Ctrl+Shift+Space	Select every object on the sheet.

Shortcut	What it does
Shift+Up	Extend the selection to the cell above.
Shift+Down	Extend the selection to the cell below.
Shift+Left	Extend the selection to the cell on the left.
Shift+Right	Extend the selection to the cell on the right.
Ctrl+Shift+Up	Extend the selection up to the edge of the data.
Ctrl+Shift+Down	Extend the selection down to the edge of the data.
Ctrl+Shift+Left	Extend the selection left to the edge of the data.
Ctrl+Shift+Right	Extend the selection right to the edge of the data.
Shift+Home	Extend the selection to the first cell in the row.
Ctrl+Shift+Home	Extend the selection to the first cell of the sheet.
Ctrl+Shift+End	Extend the selection to the last used cell.
Shift+Page Up	Extend the selection up by one screen.
Shift+Page Down	Extend the selection down by one screen.
F8	Turn extend mode on or off.
Shift+F8	Add another block of cells to the selection.
Shift+Backspace	Shrink the selection to the active cell only.
Ctrl+.	Move the active cell to the next corner of the selection.
Ctrl+/	Select the array that contains the active cell.
Ctrl+\	Select cells in this row that differ from the active cell.
Ctrl+Shift+|	Select cells in this column that differ from the active cell.
Ctrl+[	Select the cells this formula refers to directly.
Ctrl+Shift+{	Select every cell this formula depends on, through all levels.
Ctrl+]	Select the cells that refer to this cell directly.
Ctrl+Shift+}	Select every cell that depends on this cell, through all levels.
Ctrl+Shift+Page Down	Add the next sheet to the selected sheets.
Ctrl+Shift+Page Up	Add the previous sheet to the selected sheets.

Editing

Shortcut	What it does
Ctrl+C	Copy the selection.
Ctrl+V	Paste from the clipboard.
Ctrl+X	Cut the selection to the clipboard.
Ctrl+Z	Undo the last change.
Ctrl+Y	Redo the last change you undid.
F2	Edit the active cell.
Delete	Clear the contents of the selected cells.
Backspace	Clear the active cell and start editing.
No shortcut	Delete the character to the right of the cursor.

BoringExcel Keyboard shortcuts Windows

Shortcut	What it does
Ctrl+D	Copy the first cell down through the rest of the selection.
Ctrl+R	Copy the first cell right through the rest of the selection.
Ctrl+Enter	Fill every selected cell with the current entry.
Alt+Enter	Insert a line break inside the cell.
Enter	Confirm the entry and move down.
Shift+Enter	Confirm the entry and move up.
Esc	Discard the current edit.
Ctrl+;	Insert the current date.
Ctrl+Shift+:	Insert the current time.
Ctrl+Alt+V Alt+E, S	Open Paste Special.
Ctrl+Alt+V, A	Paste all contents and formatting.
Ctrl+Alt+V, F	Paste formulas only.
Ctrl+Alt+V, V	Paste values only.
Ctrl+Alt+V, T	Paste cell formatting only.
Ctrl+Alt+V, C	Paste comments and notes.
Ctrl+Alt+V, N	Paste data validation rules.
Ctrl+Alt+V, H	Paste using the source theme.
Ctrl+Alt+V, X	Paste everything except borders.
Ctrl+Alt+V, W	Paste column widths.
Ctrl+Alt+V, R	Paste formulas and number formats.
Ctrl+Alt+V, U	Paste values and number formats.
Ctrl+Shift++	Insert blank cells and shift the rest.
Ctrl+-	Delete the selected cells and shift the rest.
Ctrl+E	Fill the rest of the column from the pattern you started.
Ctrl+K	Add or edit a hyperlink.
Shift+F2	Insert or edit a note.
Ctrl+Shift+F2	Insert or edit a comment.
F7	Check spelling.
Ctrl+'	Copy the formula from the cell above into this cell.
Ctrl+Shift+"	Copy the value from the cell above into this cell.
Ctrl+F	Find text on the sheet.
Ctrl+H	Find text and replace it.
Shift+F4	Jump to the next matching cell.
Ctrl+Shift+F4	Jump to the previous matching cell.
Shift+F10	Open the context menu.
F4	Repeat the last command.

Shortcut	What it does
Ctrl+Shift+Enter	Confirm the formula as an array formula.
No shortcut	Open the character viewer.
Ctrl+Delete	Delete from the cursor to the end of the line.
Alt+Down	Show matching values already typed in this column.
Left	Move one character to the left while editing.
Right	Move one character to the right while editing.
Up	Move up one line while editing.
Down	Move down one line while editing.
Home	Move to the start of the line while editing.
End	Move to the end of the line while editing.

Formatting

Shortcut	What it does
Ctrl+1	Open Format Cells.
Ctrl+Shift+F	Open the Font tab of Format Cells.
Ctrl+B Ctrl+2	Apply or remove bold.
Ctrl+I Ctrl+3	Apply or remove italic.
Ctrl+U Ctrl+4	Apply or remove underline.
Ctrl+5	Apply or remove strikethrough.
Ctrl+6	Cycle how objects appear on the sheet.
No shortcut	Make the font larger.
No shortcut	Make the font smaller.
No shortcut	Center the contents in the cell.
No shortcut	Align the contents to the left.
No shortcut	Open the cell style list.
Ctrl+Q	Open Quick Analysis for the selection.

Number formats

Shortcut	What it does
Ctrl+Shift+~	Apply the General number format.
Ctrl+Shift+$	Apply the Currency format.
Ctrl+Shift+%	Apply the Percentage format.
Ctrl+Shift+^	Apply the Scientific format.
Ctrl+Shift+#	Apply the Date format.
Ctrl+Shift+@	Apply the Time format.
Ctrl+Shift+!	Apply the Number format with two decimal places.

Borders

Shortcut	What it does
Ctrl+Shift+&	Add an outside border.
Ctrl+Shift+_	Remove all borders.
No shortcut	Add a border on the right.
No shortcut	Add a border on the left.
No shortcut	Add a border on the top.
No shortcut	Add a border on the bottom.

Formulas

Shortcut	What it does
Alt+=	Insert an AutoSum formula.
F4	Cycle the selected reference among relative, absolute, and mixed.
Shift+F3	Open Insert Function.
Ctrl+`	Show formulas in cells instead of results.
F9	Recalculate cells that have changed.
Shift+F9	Recalculate the active sheet.
Ctrl+Alt+F9	Force every formula to recalculate.
Ctrl+Alt+Shift+F9	Recheck formula dependencies and recalculate everything.
F9	Calculate the selected part of the formula.
Ctrl+Shift+U	Expand or collapse the formula bar.
Ctrl+F2	Edit the formula in the formula bar.
Ctrl+End	Move to the end of the formula.
Ctrl+Shift+End	Select through the end of the formula.
Ctrl+A	Open the argument dialog for the function you are typing.
Ctrl+Shift+A	Insert the argument names of the function.
F3	Paste a defined name into the formula.
Ctrl+F3	Open Name Manager.
Ctrl+Shift+F3	Create names from the labels around the selection.
No shortcut	Define a name for the selection.
Alt+F3	Move to the Name Box.
Ctrl+Alt+P	Show or hide formula ScreenTips.
=	Start a formula.
Alt+Shift+F10	Open the error-checking menu.

Tables

Shortcut	What it does
Ctrl+T Ctrl+L	Turn the range into a table.
Ctrl+Shift+T	Show or hide the total row of the table.

Filters

Shortcut	What it does
Ctrl+Shift+L	Turn filter arrows on or off.
Alt+Down	Open the filter menu for this column.

Sort

Shortcut	What it does
No shortcut	Open Sort.

Outline

Shortcut	What it does
Ctrl+8	Show or hide the outline symbols.
Ctrl+9	Hide the selected rows.
Ctrl+Shift+(	Unhide rows within the selection.
Ctrl+0	Hide the selected columns.
Ctrl+Shift+)	Unhide columns within the selection.
Alt+Shift+Right	Group the selected rows or columns.
Alt+Shift+Left	Ungroup the selected rows or columns.

Windows

Shortcut	What it does
Ctrl+F6 Ctrl+Tab	Switch to the next workbook window.
Ctrl+Shift+F6 Ctrl+Shift+Tab	Switch to the previous workbook window.
F6	Move to the next pane or area of the window.
Shift+F6	Move to the previous pane or area of the window.
Ctrl+F9	Minimize the workbook window.
Ctrl+F10	Maximize the workbook window.
Ctrl+F5	Restore the workbook window to its previous size.
Ctrl+Shift+F1	Enter or leave full screen.
Ctrl+F7	Move the workbook window.
Ctrl+F8	Resize the workbook window.
Alt+Space	Open the window control menu.

Shortcut	What it does
No shortcut	Hide Excel.

Function keys

Shortcut	What it does
F1	Open Help.
Shift+F7	Look up a synonym in the thesaurus.
No shortcut	Open the menu for the selected object.

Charts

Shortcut	What it does
Alt+F1	Insert a chart on this sheet.
F11	Create a chart on its own sheet.
Up Down Left Right	Move among the elements of the chart.

PivotTables

Shortcut	What it does
Alt+F5	Refresh this PivotTable.
Alt+Shift+Right	Group the selected items in the PivotTable.
Alt+Shift+Left	Ungroup the selected items in the PivotTable.
Ctrl+-	Hide the selected item in the PivotTable.
Ctrl+A	Select the whole PivotTable.
Space	Check or uncheck this field in the field list.
Alt+Down	Open the filter menu for this PivotTable field.
Alt+D, P	Open the PivotTable Wizard.