

File

Create new workbook

Ctrl+N Alt+N

Open workbook

Ctrl+O Alt+O

Save workbook

Ctrl+S Alt+S

Save as

F12 Alt+S

Print file

Ctrl+P Alt+P

Clear current workbook

Ctrl+F4 Alt+W

Clear Excel

Alt+F4 Alt+Q

Ribbon

Expand or collapse ribbon

Ctrl+R Alt+R

Activate ribbon tabs

Tab Tab

Move to next ribbon control

Space Space

Activate or open selected control

Enter Return

Confirm control change

Enter Return

Get help on selected control

F1

General

Open help

F1 Alt+F

Undo last action

Ctrl+Z Alt+Z

Redo last action

Ctrl+Y Alt+Y

Copy selected cells

Ctrl+C Alt+C

Cut selected cells

Ctrl+X Alt+X

Paste content from clipboard

Ctrl+V Alt+V

Display Paste Special

Ctrl+Alt+V Alt+V

Display find and replace

Ctrl+F Alt+F

Find with replace selected

Ctrl+H

Find next match

Shift+F5 Alt+G

Create embedded chart

Alt+F1 Alt+F1

Create chart in new workbook

F11 F11

Toggle Autoliter

Ctrl+Shift+L Alt+F

Insert table

Ctrl+T Alt+T

Selectable row

Shift+Space Alt+Space

Selectable column

Ctrl+Space Alt+Space

Selectable

Ctrl+A Alt+A

Navigation

Move one cell right

→ →

Move one cell left

← ←

Move one cell up

↑ ↑

Move one cell down

↓ ↓

Move one screen right

Alt+PgDn Alt+→

Move one screen left

Alt+PgLn Alt+←

Move one screen up

Alt+PgUp Alt+↑

Move one screen down

Alt+PgDn Alt+↓

Move to right edge of data region

Ctrl+→ Alt+→

Move to left edge of data region

Ctrl+← Alt+←

Move to top edge of data region

Ctrl+↑ Alt+↑

Move to bottom edge of data region

Ctrl+↓ Alt+↓

Move to beginning of row

Home Alt+←

Move to last cell in worksheet

Ctrl+End Alt+→

Move to first cell in worksheet

Ctrl+Home Alt+←

Turn End mode on

End Alt+→

Selection

Select entire row

Shift+Space Alt+Space

Select entire column

Ctrl+Space Alt+Space

Select entire worksheet

Ctrl+A Alt+A

Add non-adjacent cells to selection

Ctrl+Alt+→ Alt+→

Move right non-adjacent

Ctrl+Alt+→ Alt+→

Move left non-adjacent

Ctrl+Alt+← Alt+←

Toggle add to selection mode

Shift+F8 Alt+F8

Cancel selection

Esc Esc

Active Cell

Select active cell only

Shift+Backspace Alt+Delete

Show active cell

Ctrl+Backspace Alt+Delete

Move active cell clockwise in selection

Ctrl+→ Alt+→

Move active cell down in selection

Enter Return

Move active cell up in selection

Shift+Enter Alt+Return

Move active cell right in selection

Tab Tab

Move active cell left in selection

Shift+Tab Alt+Tab

Extend Selection

Extend selection by one cell right

Shift+→ Alt+→

Extend selection by one cell left

Shift+← Alt+←

Extend selection by one cell up

Shift+↑ Alt+↑

Extend selection by one cell down

Shift+↓ Alt+↓

Extend last cell right

Ctrl+Shift+→ Alt+→

Extend last cell left

Ctrl+Shift+← Alt+←

Extend last cell up

Ctrl+Shift+↑ Alt+↑

Extend last cell down

Ctrl+Shift+↓ Alt+↓

Extend selection up one screen

Shift+PgUp Alt+↑

Extend selection down one screen

Shift+PgDn Alt+↓

Extend selection to start of row

Shift+Home Alt+←

Extend first cell

Ctrl+Shift+Home Alt+←

Extend last worksheet cell

Ctrl+Shift+End Alt+→

Toggle extend selection mode

F8 Alt+F8

Select Special

Display 'Go To' dialog box

Ctrl+G Alt+G

Select cells with comments

Ctrl+Shift+G Alt+→

Select current region

Ctrl+Shift+T Alt+Space

Select current region

Ctrl+Alt+J

Select current array

Ctrl+J Alt+J

Select row differences

Ctrl+L Alt+L

Select column differences

Ctrl+Shift+I Alt+I

Select direct precedents

Ctrl+I Alt+I

Select all precedents

Ctrl+Shift+I Alt+I

Select direct dependents

Ctrl+I Alt+I

Select all dependents

Ctrl+Shift+I Alt+I

Select visible cells only

Alt+I Alt+I

Cell edit mode

Edit the active cell

F2 Alt+U

Insert or edit comment

Shift+F2 Alt+F2

Cancel entry

Esc Esc

Select one character right

Shift+→ Alt+→

Select one character left

Shift+← Alt+←

Move one word right

Ctrl+→ Alt+→

Move one word left

Ctrl+← Alt+←

Select one word right

Ctrl+Shift+→ Alt+→

Select one word left

Ctrl+Shift+← Alt+←

Select to beginning of cell

Shift+Home Alt+←

Select to end of cell

Shift+End Alt+→

Delete to end of line

Ctrl+Delete Alt+Delete

Delete character to the left of cursor

Backspace Backspace

Delete character right

Delete Alt+Delete

Newline in cell

Alt+Enter Alt+↵

Entering data

Enter and move down

Enter Return

Enter and move up

Shift+Enter Alt+Return

Enter and move right

Tab Tab

Enter and move left

Shift+Tab Alt+Tab

Excel Keyboard Shortcut Manual Calculation

RM Cervero



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