

## Excel Shortcuts and Hotkeys



The Power Spreadsheets Cheat Sheet

Jorge A. Gomez | [PowerSpreadsheets.com](http://PowerSpreadsheets.com)

Hello and welcome to *Excel Shortcuts and Hotkeys: The Power Spreadsheets Cheat Sheet*.

In my experience, one of the best ways to improve your productivity in Excel is by learning the keyword shortcuts for the commands that you use frequently. My purpose with this (admittedly long) Cheat Sheet is to provide you with a resource that helps you identify these keyword shortcuts in a fast and easy manner.

This version of *Excel Shortcuts and Hotkeys: The Power Spreadsheets Cheat Sheet* contains more than 300 keyboard shortcuts (including several hotkeys). As a consequence of this, you will generally find 2 types of keyboard shortcuts within this Go-To List.

1. Keyboard shortcuts whose different keys must be pressed all at the same time. This is the case, usually, for regular keyboard shortcuts, which normally start with the Ctrl key.

Some examples of these type of keyboard shortcuts are Ctrl + B (bold), Ctrl + I (Italics), Ctrl + X (Cut) and Ctrl + C (Copy).

2. Keyboard shortcuts whose component keys must be pressed in sequential order. This means you must release each key before pressing the next one.

Keyboard shortcuts within this group are usually key tips or Ribbon shortcuts. Key tips are generally turned on and off by using the keys Alt or F10.

Some examples of these type of keyboard shortcuts are Alt + H + B + A (all borders), Alt H + M + C (Merge & Center) and Alt + W + F + F (Freeze Panes).

*Excel Shortcuts and Hotkeys: The Power Spreadsheets Cheat Sheet* is divided in the following 14 sections (organized alphabetically):

- |                           |                              |
|---------------------------|------------------------------|
| 1. Charts and Graphs      | 8. Navigation and Selection  |
| 2. Data                   | 9. PivotTables               |
| 3. Display                | 10. Print                    |
| 4. Format                 | 11. Sort and Filter          |
| 5. Formulas and Functions | 12. Text                     |
| 6. General                | 13. VBA and Macros           |
| 7. Grid                   | 14. Workbooks and Worksheets |

If you have any doubts or questions regarding Excel shortcuts, please feel free to leave a question at:

<http://powerspreadsheets.com/excel-keyboard-shortcuts>

I read each and every single comment and will get back to you as soon as possible. You can also suggest additional Excel keyboard shortcuts there.

In order to ensure that you are informed whenever I update this Cheat Sheet, you may want to register for the Power Spreadsheets Newsletter at:

<http://powerspreadsheets.com>.

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Charts and Graphs				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Alt + F1			Create an embedded chart using currently selected data	
Alt + JA			(1) In Excel 2013 and later, go to Format tab of the Ribbon (when active); or (2) In Excel 2007 and 2010, go to Layout tab of the Ribbon (when active)	
Alt + JC			Go to Design tab of the Ribbon (when active)	
Alt + JC + A			In Excel 2013 and later, expand Add Chart Element drop-down menu	
Alt + N + B			Insert Bar Chart	
Alt + N + C			Insert Column Chart	
Alt + N + N			Insert Line Chart	
Alt + N + Q			Insert Pie or Doughnut Chart	
Alt + N + R			In Excel 2013 and later, Recommended Charts	
Alt + N + SD			In Excel 2013 and later, Insert Combo Chart	
Alt + N + X			Insert Text Box	
F11			Create a chart in a separate Chart sheet using currently selected data	

Data				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
(Ctrl + Alt + V) + B			Paste special, skipping blanks	When skipping blanks, existing values in the destination are not replaced
(Ctrl + Alt + V) + C			Paste cell comments	
(Ctrl + Alt + V) + D			Paste special, performing an addition	Adds the value in the clipboard to the value(s) in the destination cells
(Ctrl + Alt + V) + E	Alt + H + V + T		Transpose when pasting	
(Ctrl + Alt + V) + H	Alt + H + V + K		Paste all, keeping source formatting	
(Ctrl + Alt + V) + I			Paste special, performing a division	Divides the value(s) in the destination cells by the value in the clipboard
(Ctrl + Alt + V) + M			Paste special, performing a multiplication	Multiplies the value(s) in the destination cells by the value in the clipboard
(Ctrl + Alt + V) + N			Paste data validation	
(Ctrl + Alt + V) + S			Paste special, performing a subtraction	Subtracts the value in the clipboard from the value(s) in the destination cells
(Ctrl + Alt + V) + U	Alt + H + V + A		Paste values and number formatting	
(Ctrl + Alt + V) + V	Alt + H + V + V		Paste values	
(Ctrl + Alt + V) + X	Alt + H + V + B		Paste all, except borders	
Alt + A + M			Displays the Remove Duplicates dialog box	
Alt + A + W + G			Display the Goal Seek dialog box	
Alt + A + W + S			Display the Scenario Manager dialog box	
Alt + A + W + T			Display the Data Table dialog box	

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Data				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Alt + Enter			Start new line within cell	
Alt + H + C + P			Display the Copy as Picture dialog	
Alt + H + E + A			Clear all	
Alt + H + E + L			Clear hyperlinks	
Alt + H + E + M			Clear comments	
Alt + H + E + R			Remove hyperlinks	
Alt + H + FI + A			Display the Fill Across Worksheets dialog box	
Alt + H + FI + J			Fill justify	
Alt + H + FI + L			Fill left as follows: <b>(1)</b> Copy right-most cell of a selected range into cells to the left; or <b>(2)</b> Copy from right cell into active cell	
Alt + H + FI + S			Display the Series dialog box	
Alt + H + FI + U			Fill up as follows: <b>(1)</b> Copy lower cell of a selected range into cells above; or <b>(2)</b> Copy from cell below into active cell	
Alt + H + FO			Display the Clipboard task pane	
Alt + H + V + E			Paste values, keeping source formatting	
Alt + H + V + I			Paste linked picture	
Alt + H + V + U			Paste picture	
Alt + R + A			Show all comments	
Alt + R + D			Delete comment	
Backspace			<b>(1)</b> Within Formula Bar or cell (in cell-editing mode), deletes 1 character to the left or deletes the selection (if any); or <b>(2)</b> When not in cell-editing mode, clears the contents of selected/active cell(s)	
Ctrl + '	Ctrl + Shift + '		Copy formula/text from cell above into active cell or Formula Bar	
Ctrl + "			Copy values/text from cell above into active cell or Formula Bar	
Ctrl + ;			Enter current date	
Ctrl + Alt + V	Alt + H + V + S		Display the Paste Special dialog box	There must be data in the Clipboard for command to be available
Ctrl + C	Ctrl + Insert	Alt + H + C + C	Copy	
Ctrl + D	Alt + H + FI + D		Fill down as follows: <b>(1)</b> Copy top cell of a selected range into cells below; or <b>(2)</b> Copy from cell above into active cell	
Ctrl + Delete			Delete to the end of current line	
Ctrl + E	Alt + H + FI + F		Flash Fill	
Ctrl + Enter			<b>(1)</b> Enter current entry in selected range and stay in same active cell;  or <b>(2)</b> Complete cell entry and stay in same active cell	
Ctrl + K			<b>(1)</b> Within a cell without hyperlinks, display the Insert Hyperlink dialog box; or <b>(2)</b> Within a cell with a hyperlink, display the Edit Hyperlink dialog box	

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Data				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Ctrl + Q			Expand the Quick Analysis tool	
Ctrl + R	Alt + H + FI + R		Fill right as follows: <b>(1)</b> Copy left-most cell of a selected range into cells to the right; or <b>(2)</b> Copy from left cell into active cell	
Ctrl + Shift + :			Enter current time	
Ctrl + Shift + :			Enter current time	
Ctrl + V	Alt + H + V + P		Paste	Pastes at the insertion point and replaces any selection. There must be data in the Clipboard for command to be available
Ctrl + X	Alt + H + X		Cut	
Delete	Alt + H + E + C		Clear contents of the selected/active cell(s)	
Delete			Within Formula Bar or cell (in cell-editing mode), deletes 1 character to the right or deletes the selection (if any)	
Enter			<b>(1)</b> Within cell or Formula Bar, complete cell entry and (by default) go to cell below; or <b>(2)</b> Within an AutoFilter list, filter the list using the selected item	Enter is also under the <i>Navigation and Selection</i> category
Esc			Within cell of Formula Bar, cancel entry	Esc is also under the <i>Navigation and Selection</i> category
F2			Edit active cell	Positions the insertion point at the end of cell contents. When Allow editing directly in cells is turned off, moves the insertion point to the Formula Bar
F7			Display the Spelling dialog box	
Right Mouse Button + E			When a row or column is selected, insert copied or cut cells	
Shift + Enter			Within cell of Formula Bar, complete cell entry and (by default) go to the cell above	
Shift + F10 + m			Insert or delete cell comment	
Shift + F2			Insert or edit a cell comment	
Shift + F7			Display the Thesaurus dialog box or task pane	
Shift + Tab			<b>(1)</b> Complete cell entry and move one cell to the left in a worksheet or to previous unlocked cell in a protected sheet; <b>(2)</b> Select suggestion from autocomplete to complete entry and move one cell to the left or to previous unlocked cell	Shift + Tab is also under the <i>Navigation and Selection</i> and <i>Formulas and Functions</i> categories
Tab			<b>(1)</b> Complete cell entry and move one cell to the right in a worksheet or to next unlocked cell in a protected sheet; <b>(2)</b> Select suggestion from autocomplete to complete entry and move one cell to the right or to next unlocked cell	Tab is also under the <i>Navigation and Selection</i> and <i>Formulas and Functions</i> categories

Display				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Alt	F10		Turn key tips (Ribbon keyboard shortcuts) On or Off	Alt is also under the <i>Navigation and Selection</i> category
Alt + W + F + F			Freeze Panes	
Alt + W + I			Page Break Preview	
Alt + W + L			Normal View	
Alt + W + Q			Display the Zoom dialog box	
Alt + W + VG			View/hide gridlines	

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Display				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Ctrl + `			Toggle between <b>(1)</b> displaying cell values and <b>(2)</b> displaying formulas in worksheet	
Ctrl + 6			Alternate between hiding and showing object(s)	
Ctrl + F1			Expand or collapse the Ribbon	
Ctrl + F10			Maximize/restore current selected workbook window	
Ctrl + Scroll Mouse Wheel			Zoom in/out	
Ctrl + Shift + U			Toggle between expanding and collapsing the Formula Bar	

Format				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
(Ctrl + Alt + V) + G	Alt + H + V + G		Paste merging conditional formatting of the destination and source range	The Paste all merging conditional formats option is only enabled when
(Ctrl + Alt + V) + T	Alt + H + V + R		Paste format	
(Ctrl + Alt + V) + W	Alt + H + V + W		Paste column widths	
Alt + '			Display the Style dialog box	
Alt + B			Within Border tab of Format Cells dialog box, add/remove bottom border	
Alt + D			Within Border tab of Format Cells dialog box, add/remove downward diagonal border	
Alt + H			Within Border tab of Format Cells dialog box and when more than 1 row is selected, add/remove horizontal interior border	
Alt + H + 0			Increase the number of decimals displayed	
Alt + H + 3 + D			Apply or remove <u>double underlining</u>	
Alt + H + 5			Decrease indent	
Alt + H + 5			Decrease indent	
Alt + H + 6			Increase indent	
Alt + H + 6			Increase indent	
Alt + H + 9			Decrease the number of decimals displayed	
Alt + H + AB			Align text to the bottom of the cell	
Alt + H + AC			Align text to the center (between left and right) of the cell	
Alt + H + AL			Align text to the left of the cell	
Alt + H + AM			Align text to the middle (between the top and the bottom) of the cell	
Alt + H + AN			Choose accounting format	
Alt + H + AN + M			Display the Format Cells dialog box with the Number tab and the Accounting category selected	
Alt + H + AR			Align text to the right of the cell	
Alt + H + AT			Align text to the top of the cell	
Alt + H + B			Expand Borders drop-down menu	
Alt + H + B + A			All Borders	
Alt + H + B + B			Bottom double border	

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Format				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
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			Choose border line color	
Alt + H + B + L			Left Border	
Alt + H + B + M			Display the Format Cells dialog box with the Border tab selected	
Alt + H + B + N	Ctrl + Shift + -		No Border	
Alt + H + B + O			Bottom Border	
Alt + H + B + P			Top Border	
Alt + H + B + R			Right Border	
Alt + H + B + S	Ctrl + Shift + 7		Outside border	
Alt + H + B + T			Thick box border	
Alt + H + B + U			Top and double bottom border	
Alt + H + B + W			Draw border	
Alt + H + B + Y			Choose border line style	
Alt + H + E + F			Clear formatting	
Alt + H + FC			Choose font color	
Alt + H + FC			Expand Font Color drop-down menu	
Alt + H + FF			Change the font face	
Alt + H + FG			Increase font size one point	
Alt + H + FG			Increase the font size by 1 point	
Alt + H + FK			Decrease font size one point	
Alt + H + FK			Decrease the font size by 1 point	
Alt + H + FM			Display the Format Cells dialog box with the Number tab selected	
Alt + H + FN			Display the Format Cells dialog box with the Font tab selected	
Alt + H + FP			Activate the Format Painter	
Alt + H + FQ + D			Rotate text down	
Alt + H + FQ + L			Rotate text in an angle clockwise	
Alt + H + FQ + M	Alt + H + FA		Display the Format Cells dialog box with the Alignment tab selected	
Alt + H + FQ + O			Rotate text in an angle counterclockwise	
Alt + H + FQ + U			Rotate text up	
Alt + H + FQ + V			Rotate text so that it is vertical	
Alt + H + FS			Change the font size	
Alt + H + H			Expand Fill Color drop-down menu	
Alt + H + H + N			Apply no fill color to current cell selection	
Alt + H + J			Expand the Cell Styles menu	
Alt + H + J + M			Display the Merge Styles dialog box to merge (copy) cell styles from another workbook	
Alt + H + J + N			Display the Style dialog box to create a new cell style	



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Format				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Alt + H + K			Format number with a thousands comma (,) separator	
Alt + H + L + C + E			Clear conditional formatting rules from entire worksheet	
Alt + H + L + C + P			Clear conditional formatting rules from selected PivotTable	This option is only active when the active cell is within a PivotTable
Alt + H + L + C + S			Clear conditional formatting rules from selected cells	
Alt + H + L + C + T			Clear conditional formatting rules from selected table	This option is only active when the active cell is within a table
Alt + H + L + D			Expand the menu to set a conditional formatting rule using data bars with gradient or solid fill	
Alt + H + L + D + M	Alt + H + L + S + M	Alt + H + L + I + M	Display the New Conditional Formatting Rule dialog box, with the Format all cells based on their values rule type selected	
Alt + H + L + H + A			Display the A Data Occurring dialog box to conditionally format cells whose date occurs within the time period set in the rule	
Alt + H + L + H + B			Display the Between dialog box to conditionally format cells whose value is between the values set in the rule	
Alt + H + L + H + D			Display the Duplicate Values dialog box to conditionally format cells with duplicate or unique values in the selected cell range	
Alt + H + L + H + E			Display the Equal To dialog box to conditionally format cells whose value is equal to the value set in the rule	
Alt + H + L + H + G			Display the Greater Than dialog box to conditionally format cells whose value is greater than the value set in the rule	
Alt + H + L + H + L			Display the Less Than dialog box to conditionally format cells whose value is less than the value set in the rule	
Alt + H + L + H + M			Display the New Conditional Formatting Rule dialog box, with the Format only cells that contain rule type selected	
Alt + H + L + H + T			Display the Text That Contains dialog box to conditionally format cells whose text contains the text set in the rule	
Alt + H + L + I			Expand the menu to set a conditional formatting rule using icon sets	
Alt + H + L + N			Display the New Conditional Formatting Rule dialog box	
Alt + H + L + R			Display the Conditional Formatting Rules Manager	
Alt + H + L + S			Expand the menu to set a conditional formatting rule using color scales	
Alt + H + L + T + A			Display the Above Average dialog box to conditionally format cells that are above the average in the selected cell range	
Alt + H + L + T + B			Display the Bottom 10 Items dialog box to conditionally format cells that rank within the bottom values in the selected cell range	
Alt + H + L + T + M			Display the New Conditional Formatting Rule dialog box, with the Format only top or bottom ranked values rule type selected	



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Format				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Alt + H + L + T + O			Display the Bottom 10% dialog box to conditionally format cells that rank within a certain bottom percentile in the selected cell range	
Alt + H + L + T + P			Display the Top 10% dialog box to conditionally format cells that rank within a certain top percentile in the selected cell range	
Alt + H + L + T + T			Display the Top 10 Items dialog box to conditionally format cells that rank within the top values in the selected cell range	
Alt + H + L + T + V			Display the Below Average dialog box to conditionally format cells that are below the average in the selected cell range	
Alt + H + M + A			Merge across cells	The selected cells in the same row are merged
Alt + H + M + M			Merge cells	
Alt + H + M + U			Unmerge cells	
Alt + H + N			Choose number format	
Alt + H + O + A			Auto-fit row height	
Alt + H + O + H			Display the Row Height dialog box	
Alt + H + O + I			Auto-fit column width	
Alt + H + O + W			Display the Column Width dialog box	
Alt + H + T			Expand Format as Table drop-down menu	
Alt + H + T			Expand the Format as Table menu	
Alt + H + T + N			Display the New Table Style dialog box	
Alt + H + T + P			Display the New PivotTable Style dialog box	
Alt + H + W			Wrap text	
Alt + L			Within Border tab of Format Cells dialog box, add/remove left border	
Alt + R			Within Border tab of Format Cells dialog box, add/remove right border	
Alt + T			Within Border tab of Format Cells dialog box, add/remove top border	
Alt + V			Within Border tab of Format Cells dialog box and when more than 1 column is selected, add/remove vertical interior border	
Ctrl + 1	Alt + H + O + E		Display Format Cells dialog box	
Ctrl + 5			Apply or remove strikethrough formatting	
Ctrl + B	Ctrl + 2	Alt + H + 1	Apply or remove <b>bold</b> formatting	
Ctrl + I	Ctrl + 3	Alt + H + 2	Apply or remove <i>italic</i> formatting	
Ctrl + Shift + !			Apply number format	Default settings are: <b>(1)</b> 2 decimal places, <b>(2)</b> 1000 separator, and <b>(3)</b> minus (-) sign for negative values
Ctrl + Shift + #			Apply date format	Default setting is date, month and year
Ctrl + Shift + \$			Apply currency format	Default settings are: <b>(1)</b> 2 decimal places, <b>(2)</b> 1000 separator, and <b>(3)</b> negative values within parentheses ( )
Ctrl + Shift + %	Alt + H + P		Apply percentage format	Default setting is without decimal places
Ctrl + Shift + &			Add outside borders to selected cell(s)	
Ctrl + Shift + @			Apply time format	Default settings are: <b>(1)</b> hour and minute, and <b>(2)</b> AM or PM

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Format				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Ctrl + Shift + ^			Apply scientific format	Default setting is with 2 decimal places
Ctrl + Shift + _			Remove outside borders	
Ctrl + Shift + ~			Apply general format	
Ctrl + Shift + F	Ctrl + Shift + P		Display the Format Cells dialog box with the Font tab selected	
Ctrl + T	Ctrl + L		Display the Create Table dialog box	
Ctrl + U	Ctrl + 4	Alt + H + 3 + U	Apply or remove <u>underlining</u>	
F4			Repeat last command or action, when possible	

Formulas and Functions				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
(Ctrl + Alt + V) + F	Alt + H + V + F		Paste formulas	
(Ctrl + Alt + V) + L	Alt + H + V + N		Paste link to source data	
(Ctrl + Alt + V) + R	Alt + H + V + O		Paste formulas and number formatting	
=			Start/enter a formula	
Alt + =	Alt + H + U + S		AutoSum	
Alt + H + U + A			Auto-calculate the average using the AVERAGE function	
Alt + H + U + C			Auto-count numbers using the COUNT function	
Alt + H + U + I			Auto-calculate the minimum value within a range using the MIN function	
Alt + H + U + M			Auto-calculate the maximum value within a range using the MAX function	
Alt + M + A + A			Remove Arrows from Formula Auditing	
Alt + M + D			Trace Dependents	
Alt + M + P			Trace Precedents	
Alt + Shift + F10			Display menu or message generated by error background checking	
Ctrl + A			Display the Function Arguments dialog box and insert function	Function name must have already been typed and insertion point must be to the right of the function name
			arguments	Ctrl + A is also under the <i>Navigation and Cell Selection</i> category
Ctrl + Alt + F9			Calculate all worksheets in all open workbooks	Applies regardless of whether the worksheets/workbooks have/haven't been modified since the last calculation
Ctrl + F3			Display the Name Manager dialog box	
Ctrl + Shift + A			Insert function arguments	Function name must have already been typed and insertion point must be to the right of the function name
Ctrl + Shift + Enter			Enter formula as array formula	
Ctrl + Shift + F3			Display the Create Names from Selection dialog box	
F3			Display the Paste Name dialog box	There must be defined names in the workbook for command to be available

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Formulas and Functions				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
F4			Toggles between available combinations of absolute and relative references	
F9			Calculate all worksheets in all open workbooks	
Shift + F3	Alt + H + U + F		Display the Insert Function dialog box	
Shift + F9			Calculate the current active worksheet	
Shift + Tab			(1) Complete formula and move one cell to the left in a 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 cell	Shift + Tab is also under the <i>Navigation and Selection</i> and <i>Data</i> 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 cell	Tab is also under the <i>Navigation and Selection</i> and <i>Data</i> categories

General				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Alt + F4			Close current active Excel window	
Alt + Space			Display Control menu	
Alt + T + O			Display Excel Options dialog box	
Ctrl + Y			Redo/repeat last action or command	
Ctrl + Z			Undo/reverse last action or command	

Grid				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Alt + A + G + G	Shift + Alt + Right Arrow		(1) If several rows/columns are selected, group rows/columns; or (2) Otherwise, display Group dialog box	
Alt + A + H			Hide grouped rows/columns	
Alt + A + J			Show grouped rows/columns	
Alt + A + U + U	Shift + Alt + Left Arrow		(1) If grouped rows/columns are selected, ungroup rows/columns; or (2) Otherwise, display Ungroup dialog box	
Alt + H + M + C			Merge & Center cells	
Alt + H + W			Wrap Text	
Ctrl + -	Alt + H + D + D		(1) Delete selected rows/columns; or (2) Display the Delete dialog box to delete cells/rows/columns	
Alt + H + D + R			Delete worksheet rows	
Alt + H + D + C			Delete worksheet columns	
Alt + H + D + L			Delete table rows	Command is only available when active cell is within a table
Alt + H + D + M			Delete table columns	
Alt + H + O + H			Display the Row Height dialog box	
Alt + H + O + A			AutoFit row height	
Alt + H + O + W			Display the Column Width dialog box	
Alt + H + O + I			AutoFit column width	

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Grid				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Alt + H + O + D			Display the Standard Width dialog box to change the default column width	
Alt + H + O + L			Lock active cell(s)	
Ctrl + 0	Alt + H + O + U + C		Hide active column(s)	
Ctrl + 8			Alternate between hiding and displaying outline symbols	Applies if there are rows/columns grouped
Ctrl + 9	Alt + H + O + U + R		Hide active row(s)	
Ctrl + Shift + +	Alt + H + I + E		(1) Insert rows/columns above/to the left of the selected row/column;  or (2) Display the Insert dialog box to insert cells/rows/columns	
Alt + H + I + A			Insert table rows above of the active cell	Command is only available when active cell is within a table
Alt + H + I + L			Insert table columns to the left of the active cell	Command is only available when active cell is within a table
Alt + H + I + R			Insert worksheet rows above of the active cell	
Alt + H + I + C			Insert worksheet columns to the left of the active cell	
Ctrl + Shift + 0	Alt + H + O + U + L		Unhide any hidden columns within selection	May not work in 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 + 9	Alt + H + O + U + O		Unhide any hidden rows within selection	

Navigation and Selection				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
(Ctrl + Home) +			Select entire used range of worksheet, from first to last cell	
(Ctrl + Shift + End)				
Alt			(1) Within cells with AutoFilter lists, close AutoFilter list; or (2) Within dialog boxes, close the expanded drop-down list box	
Alt + ;	F5 + (Alt + S) + Y		Select visible cells	
Alt + A to Alt + Z			Within a dialog box: (1) Select an option; or (2) Select/clear a checkbox	Specific letter is <u>underlined</u> in the label of the relevant option/checkbox
Alt + Down Arrow			(1) Within cells with AutoComplete lists or AutoFilter lists, display the AutoComplete list or AutoFilter list; or (2) Within dialog boxes, expand the selected drop-down list box	
Alt + F			Go to Backstage View	
Alt + Page Down / Alt + Page Up			Go one screen to the right within active sheet / Go one screen to the left within active sheet	
Alt + Tab			Switch windows and go to next workbook	
Alt + Up Arrow			Close AutoComplete list	

Navigation and Selection				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Arrow Keys			<b>(1)</b> Within a worksheet, go to cell to the right, left, up or down of current active cell; <b>(2)</b> Within the Ribbon, move to the option to the next (right) or previous (left) option or tab; <b>(3)</b> Within a menu or sub-menu, switch between the main menu and the sub-menu; <b>(4)</b> Within a drop-down list, move between items; <b>(5)</b> Within a group of options, move between options; or <b>(6)</b> When Extend Selection mode is on, extend selection	
Ctrl + Shift + *	F5 + (Alt + S) + R		When in a cell, select data area around active cell	
Ctrl + .			When in a cell selection, move active cell clockwise to next corner (top-right > bottom-right > bottom-left > top-left)	
Ctrl + [	F5 + (Alt + S) + P		Go to direct precedents within active worksheet	
Ctrl + ]	F5 + (Alt + S) + D		Go to direct dependents within active worksheet	
Ctrl + A	Ctrl + Shift +  Spacebar		<b>(1)</b> When in a cell, select data area around active cell (press shortcut a second or third time to select entire worksheet) or select entire worksheet; or <b>(2)</b> When an object is selected, select all such objects in worksheet	Ctrl + A is also under the <i>Formulas and Functions</i> category
Ctrl + Arrow Keys			<b>(1)</b> Go to edge of current data area; or <b>(2)</b> Within a cell, skip a word to the left or to the right	Within a cell, only right and left arrows can be used
Ctrl + Backspace			Go to active cell in worksheet	
Ctrl + End	F5 + (Alt + S) + S		Go to last cell (cell in lowest used row and right-most used column) of worksheet	
Ctrl + End			Within a cell, go to end of cell contents	
Ctrl + F	Shift + F5	Alt + H + FD + F	Display the Find and Replace dialog with the Find tab selected	
Ctrl + F6			Alternate between current active workbook window and next workbook window	
Ctrl + G	F5	Alt + H + FD + G	Display the Go To dialog box	
Ctrl + H	Alt + H + FD + R		Display the Find and Replace dialog with the Replace tab selected	
Ctrl + Home			<b>(1)</b> Go to first cell of worksheet; or <b>(2)</b> Within a cell, go to beginning of cell contents	
Ctrl + Left-Mouse-Button Click			Add non-adjacent <b>(1)</b> Cells to current cell selection; or <b>(2)</b> Sheets to current sheet selection	
Ctrl + Page Down / Ctrl + Page Up			Go to next sheet to the right / Go to prior sheet to the left	
Ctrl + Shift + {	F5 + (Alt + S) + D + L		Go to all precedents (direct and indirect) within active worksheet	
Ctrl + Shift + }	F5 + (Alt + S) + P + L		Go to all dependents (direct and indirect) within active worksheet	
Ctrl + Shift + Arrow  Keys			<b>(1)</b> Extend selection to edge of current data area; or <b>(2)</b> Within a cell, select (or add to selection) the word to the left or to the right of the current selection/insertion point	Within a cell, only right and left arrows can be used



# Excel Shortcuts and Hotkeys: The Power Spreadsheets Cheat Sheet

By Jorge A. Gomez from Power Spreadsheets

<http://powerspreadsheets.com>

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Navigation and Selection				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Ctrl + Shift + End			<b>(1)</b> Extend selection to last cell (cell in lowest used row and right-most used column) of worksheet; or <b>(2)</b> 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 + F4			Find previous match	
Ctrl + Shift + Home			<b>(1)</b> Extend selection to first cell of worksheet; or <b>(2)</b> Within a cell or the Formula Bar, select (or add to selection) all the words from the current selection/insertion point to the beginning of contents of cell or Formula Bar	
Ctrl + Shift + O	F5 + (Alt + S) + C	Alt + H + FD + M	Go to cells with comments	
Ctrl + Shift + Page Down / Ctrl + Shift + Page Up			Select current active and next sheet to the right / Select current active and prior sheet to the left	
Ctrl + Shift + Tab			<b>(1)</b> Go to previous workbook; or <b>(2)</b> Within a dialog box, go to previous tab	
Ctrl + Space			Select active column	Within a table: <b>(1)</b> First time shortcut is pressed selects active column within table; <b>(2)</b> Second time shortcut is pressed selects active column header (if any); and <b>(3)</b> Third time shortcut is pressed selects active column of worksheet
Ctrl + Tab			<b>(1)</b> Go to next workbook; or <b>(2)</b> Within a dialog box, go to next tab	
End			<b>(1)</b> Turn End mode on; <b>(2)</b> Within a cell, go to end of current line; <b>(3)</b> When Scroll Lock is turned on, go to cell in lower-right corner of the window; or <b>(4)</b> When a menu or sub-menu is visible, select last command of the menu or sub-menu	When End mode is on: <b>(1)</b> Use arrow keys to go to edge of current data area; <b>(2)</b> Use Home to go to last cell (cell in lowest used row and right-most used column) of worksheet; <b>(3)</b> Use Enter to go to last non-blank cell to the right. End mode turns off automatically after pressing arrow/Home/Enter key
Enter			<b>(1)</b> Within Ribbon, display selected tab or execute selected command; <b>(2)</b> Within a dialog box, perform action for default command button in dialog box; <b>(3)</b> Within cell selection, move active cell to next cell (usually right or down); or <b>(4)</b> Within Data Form, go to first field in next record	Enter is also under the <i>Data</i> category
Enter			Within cell selection, move active cell to previous cell (usually left or up)	
Esc			<b>(1)</b> Within menu, submenu, dialog box or message window, cancel the command and close the menu, submenu, dialog box or message window; <b>(2)</b> When object is selected, cancel selection	Esc is also under the <i>Data</i> category
F1			Display the Help Task pane	When a command or control is selected, the Help Task pane displays the Help topic associated with the command or control. If no Help topic is associated, the Home of the Help Task pane is displayed

Navigation and Selection				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
F5 + (Alt + S)	Alt + H + FD + S		Display the Go To Special dialog box	
F5 + (Alt + S) + A			Select the current array	
F5 + (Alt + S) + B	Alt + H + FD + O		Select all objects in worksheet	
Alt + H + FD + P			Display/hide the Selection task pane	
F5 + (Alt + S) + D + L			Go to all dependents	
F5 + (Alt + S) + F	Alt + H + FD + U		Go to cells with formulas	
F5 + (Alt + S) + K			Go to blank cells	
F5 + (Alt + S) + M			Select column differences	
F5 + (Alt + S) + O	Alt + H + FD + N		Go to cells with constants	
F5 + (Alt + S) + P + L			Go to all precedents	
F5 + (Alt + S) + T	Alt + H + FD + C		Select cells with conditional formatting	
F5 + (Alt + S) + T + E			Select cells with same conditional formatting	
F5 + (Alt + S) + V	Alt + H + FD + V		Select cells with data validation	
F5 + (Alt + S) + V + E			Select cells with same data validation	
F5 + (Alt + S) + W			Select row differences	
F6			Switch between panes in the following order: worksheet, Ribbon, Task pane, Zoom controls	In a split worksheet, this shortcut includes the split panes
F8			Turn Extend Selection mode on or off	Extend Selection mode allows you to extend the current selection using only the arrow keys
Home			<b>(1)</b> Go to beginning of a row in a worksheet; <b>(2)</b> Within a cell, go to beginning of current line; <b>(3)</b> When Scroll Lock is turned on, go to cell in upper-left corner of the window; or <b>(4)</b> When a menu or sub-menu is visible, select first command of the menu or sub-menu	
Left Mouse Button + Shift			Add adjacent cells or worksheets to current selection	
Page Down / Page Up			Move 1 screen down / 1 screen up	
Shift + Arrow Keys			<b>(1)</b> Extend selection by 1 cell; or <b>(2)</b> Within a cell, select (or add to selection) the character to the left or to the right of the current selection/insertion point	Within a cell, you can only use right and left arrow keys
Shift + Backspace			When multiple cells are selected, select only the active cell	
Shift + End			Within a cell, select to the end of the current row	
Shift + F10			Display the Context/Shortcut menu for the selected item	Equivalent to right-mouse-button click
Shift + F4			Repeat last find action/Find next match	
Shift + F6			Switch between panes in the following order: worksheet, Zoom controls, Task pane, Ribbon	In a split worksheet, this shortcut includes the split panes



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Navigation and Selection				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Shift + F8			Add non-adjacent range to current selection	Use arrow keys to move to beginning of new selection. Use Shift + Arrow keys to select new selection
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			Extend selection 1 screen down / 1 screen up	
/ Shift + Page Up				
Shift + Space			Select 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 of worksheet
Shift + Tab			(1) Move one cell to the left in a worksheet or to previous unlocked cell in a protected worksheet; (2) Within a selection, move active cell to the left; (3) Within a dialog box or the Ribbon, move to previous option or option group	Shift + Tab is also under the <i>Data</i> and <i>Formulas and Functions</i> 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 in a worksheet or to next unlocked cell in a protected worksheet; (2) Within a selection, move active cell to the right; (3) Within a dialog box or the Ribbon, move to next option or option group	Tab is also under the <i>Data</i> and <i>Formulas and Functions</i> categories

PivotTables				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Alt + N + V			PivotTable	

Print				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Alt + P + R + S			Set Print Area	
Alt + P + S + P			Display the Page Setup dialog box	
Ctrl + F2			Display Print Preview area on Print tab of Backstage View	
Ctrl + P			Display Print tab of Backstage View (print)	

Sort and Filter				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Alt + A + Q			Advanced Filter	
Alt + A + SA	Alt + H + S + S		Sort smallest to largest	
Alt + A + SD	Alt + H + S + O		Sort largest to smallest	
Alt + A + SS	Alt + H + S + U		Displays the Sort dialog box	
Alt + A + V + V			Display the Data Validation dialog box	
Alt + H + S + C			Clear filter	
Ctrl + Alt + L	Alt + H + S + Y		Reapply filter and sort on current range	

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Sort and Filter				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Ctrl + Shift + L	Alt + H + S + F		Turn filter on or off	
Right Mouse Button + E + V			Filter by the selected cell's value	

Text				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Alt + A + E			Display the Convert Text to Columns Wizard	
Alt + A + FT			Display the Import Text File dialog box	

VBA and Macros				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Alt + F11			<b>(1)</b> If Visual Basic Editor is closed, open Visual Basic Editor; or <b>(2)</b> If Visual Basic Editor is open, toggle between Excel and Visual Basic Editor	
Alt + F8	Alt + W + M + V		Display the Macro dialog box	
Alt + L + I			Expand the Insert Form Controls and ActiveX Controls drop-down menu	
Alt + W + M + R			Record Macro	
Alt + W + M + U			Use Relative References	
Ctrl + G			Display the Immediate Window in the Visual Basic Editor	
F2			Within the Visual Basic Editor, display the Object Browser	
F5			Within the Visual Basic Editor, execute macro	F5 is also under the <i>Navigation and Selection</i> category

Workbooks and Worksheets				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Alt + H + D + S	Alt + E + L		Delete current active sheet	
Alt + H + D + S			Delete active worksheet	
Alt + H + O + M	Alt + E + M		Display the Move or Copy sheet dialog	
Alt + H + O + M			Display the Move or Copy dialog box to move or copy the active worksheet	
Alt + H + O + P			Display the Protect Sheet dialog box	
Alt + H + O + R	Alt + O + H + R		Rename current active sheet	
Alt + H + O + R			Rename active worksheet	
Alt + H + O + T			Expand the sheet Tab Color drop-down menu	
Alt + H + O + T			Expand the Tab Color drop-down menu	
Alt + H + O + T + N			Set current worksheet tab to have no color	
Alt + H + O + U + H			Display the Unhide sheet dialog box	
Alt + H + O + U + H			Display the Unhide dialog box to unhide a worksheet	
Alt + H + O + U + S			Hide current active sheet	



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Workbooks and Worksheets				
Shortcut #1	Shortcut #2	Shortcut #3	Basic Description	Additional Comments
Alt + H + O + U + S			Hide active worksheet	
Alt + Shift + F1			Insert new worksheet	
Ctrl + F11			New Macro sheet	
Ctrl + F12			Display the Open dialog box	
Ctrl + F4			Close current selected workbook window	
Ctrl + F7			Apply Move command on active workbook window (when not maximized)	<b>(1)</b> Use arrow keys to move window; and <b>(2)</b> When finished, use Enter to confirm or Esc to cancel
Ctrl + F8			Apply Resize command on active workbook window (when not maximized)	<b>(1)</b> Use arrow keys to move window; and <b>(2)</b> When finished, use Enter to confirm or Esc to cancel
Ctrl + F9			Minimize current selected workbook window	
Ctrl + N			Create a new blank workbook	
Ctrl + O			Display Open tab of Backstage View (open a workbook)	
Ctrl + S	Shift + F12		Save active file <b>(1)</b> using current file name and format, and <b>(2)</b> in current file location	
Ctrl + W			Close the selected workbook	
F12	Alt + F2		Display the Save As dialog box	
Shift + F11	Alt + H + I + S		Insert a new worksheet in the current workbook	



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Thank you very much!

I hope you find *Excel Shortcuts and Hotkeys: The Power Spreadsheets Cheat Sheet* useful. I enjoyed preparing this for you, and learned a lot during the process.

Thank you also for your support of Power Spreadsheets and my work there. I appreciate you for taking the time to go through this Cheat Sheet.

If you have an extra minute, I would love to hear what you think. Please leave a comment at:

<http://powerspreadsheets.com/excel-keyboard-shortcuts>

I read each and every single comment and take them into consideration when updating and further developing this Cheat Sheet and the Power Spreadsheets blog in general.

If you haven't done so, please make sure to subscribe to the Power Spreadsheets Newsletter at:

<http://powerspreadsheets.com>.

I update this Cheat Sheet every once in a while. Being part of the Power Spreadsheets Newsletter allows me to let you know when a new version of the Cheat Sheet is released.

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Thanks again for your time. Happy Excel learning!

Jorge A. Gomez