Enter data by using shortcut keys

To	Press
Complete a cell entry	ENTER
Cancel a cell entry	ESC
Repeat the last action	F4 or CTRL+Y
Start a new line in the same cell	ALT+ENTER
Delete the character to the left of the insertion point, or delete the selection	BACKSPACE
Delete the character to the right of the insertion point, or delete the selection	DELETE
Delete text to the end of the line	CTRL+DELETE
Move one character up, down, left, or right	Arrow keys
Move to the beginning of the line	HOME
Edit a cell comment	SHIFT+F2
Create names from row and column labels	CTRL+SHIFT+F3
Fill down	CTRL+D
Fill to the right	CTRL+R
Fill the selected cell range with the current entry	CTRL+ENTER
Complete a cell entry and move down in the selection	ENTER
Complete a cell entry and move up in the selection	SHIFT+ENTER
Complete a cell entry and move to the right in the selection	TAB
Complete a cell entry and move to the left in the selection	SHIFT+TAB

Work in cells or the formula bar by using shortcut keys

To	Press
Start a formula	= (EQUAL SIGN)
Cancel an entry in the cell or formula bar	ESC
Edit the active cell	F2
Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents	BACKSPACE
Paste a name into a formula	F3
Define a name	CTRL+F3
Calculate all sheets in all open workbooks	F9
Calculate the active worksheet	SHIFT+F9
Insert the AutoSum formula	ALT+= (EQUAL SIGN)
Enter the date	CTRL+; (SEMICOLON)
Enter the time	CTRL+SHIFT+: (COLON)
Insert a hyperlink	CTRL+K
Complete a cell entry	ENTER
Copy the value from the cell above the active cell into the cell or the formula bar	CTRL+SHIFT+" (QUOTATION MARK)
Alternate between displaying cell values and displaying cell formulas	CTRL+` (SINGLE LEFT QUOTATION MARK)
Copy a formula from the cell above the active cell into the cell or the formula bar	CTRL+' (APOSTROPHE)
Enter a formula as an array formula	CTRL+SHIFT+ENTER
Display the Formula Palette after you type a valid function name in a formula	CTRL+A
Insert the argument names and parentheses for a function, after you type a valid function name in a formula	CTRL+SHIFT+A
Display the AutoComplete list	ALT+DOWN ARROW

Format data by using shortcut keys

To	Press
Display the Style command (Format menu)	ALT+' (APOSTROPHE)
Display the Cells command (Format menu)	CTRL+1
Apply the General number format	CTRL+SHIFT+~
Apply the Currency format with two decimal places (negative numbers appear in parentheses)	CTRL+SHIFT+$
Apply the Percentage format with no decimal places	CTRL+SHIFT+%
Apply the Exponential number format with two decimal places	CTRL+SHIFT+^
Apply the Date format with the day, month, and year	CTRL+SHIFT+#
Apply the Time format with the hour and minute, and indicate A.M. or P.M.	CTRL+SHIFT+@
Apply the Number format with two decimal places, 1000 separator, and – for negative values	CTRL+SHIFT+!
Apply the outline border	CTRL+SHIFT+&
Remove all borders	CTRL+SHIFT+_
Apply or remove bold formatting	CTRL+B
Apply or remove italic formatting	CTRL+I
Apply or remove an underline	CTRL+U
Apply or remove strikethrough formatting	CTRL+5
Hide rows	CTRL+9
Unhide rows	CTRL+SHIFT+(
Hide columns	CTRL+0 (ZERO)
Unhide columns	CTRL+SHIFT+)

Edit data by using shortcut keys

To	Press
Edit the active cell	F2
Cancel an entry in the cell or formula bar	ESC
Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents	BACKSPACE
Paste a name into a formula	F3
Complete a cell entry	ENTER
Enter a formula as an array formula	CTRL+SHIFT+ENTER
Display the Formula Palette after you type a valid function name in a formula	CTRL+A
Insert the argument names and parentheses for a function, after you type a valid function name in a formula	CTRL+SHIFT+A

Insert, delete, and copy a selection by using shortcut keys

To	Press
Copy the selection	CTRL+C
Paste the selection	CTRL+V
Cut the selection	CTRL+X
Clear the contents of the selection	DELETE
Insert blank cells	CTRL+SHIFT+PLUS SIGN
Delete the selection	CTRL+ –
Undo the last action	CTRL+Z

Move within a selection by using shortcut keys

To	Press
Move from top to bottom within the selection (down), or in the direction that is selected on the Edit tab (Tools menu, Options command)	ENTER
Move from bottom to top within the selection (up), or opposite to the direction that is selected on the Edit tab (Tools menu, Options command)	SHIFT+ENTER
Move from left to right within the selection, or move down one cell if only one column is selected	TAB
Move from right to left within the selection, or move up one cell if only one column is selected	SHIFT+TAB
Move clockwise to the next corner of the selection	CTRL+PERIOD
Move to the right between nonadjacent selections	CTRL+ALT+RIGHT ARROW
Move to the left between nonadjacent selections	CTRL+ALT+LEFT ARROW

Select data, cells, chart items, or objects by using shortcut keys

Select cells, columns, rows, or objects in worksheets and workbooks by using shortcut keys

To	Press
Select the current region around the active cell (the current region is an area enclosed by blank rows and blank columns)	CTRL+SHIFT+* (ASTERISK)
Extend the selection by one cell	SHIFT+ arrow key
Extend the selection to the last nonblank cell in the same column or row as the active cell	CTRL+SHIFT+ arrow key
Extend the selection to the beginning of the row	SHIFT+HOME
Extend the selection to the beginning of the worksheet	CTRL+SHIFT+HOME
Extend the selection to the last cell used on the worksheet (lower-right corner)	CTRL+SHIFT+END
Select the entire column	CTRL+SPACEBAR
Select the entire row	SHIFT+SPACEBAR
Select the entire worksheet	CTRL+A
If multiple cells are selected, select only the active cell	SHIFT+BACKSPACE
Extend the selection down one screen	SHIFT+PAGE DOWN
Extend the selection up one screen	SHIFT+PAGE UP
With an object selected, select all objects on a sheet	CTRL+SHIFT+SPACEBAR
Alternate between hiding objects, displaying objects, and displaying placeholders for objects	CTRL+6
Show or hide the Standard toolbar	CTRL+7

In End mode, to	Press
Turn End mode on or off	END
Extend the selection to the last nonblank cell in the same column or row as the active cell	END, SHIFT+ arrow key
Extend the selection to the last cell used on the worksheet (lower-right corner)	END, SHIFT+HOME
Extend the selection to the last cell in the current row; this keystroke is unavailable if you selected the Transition navigation keys check box on the Transition tab (Tools menu, Options command)	END, SHIFT+ENTER

With SCROLL LOCK on, to	Press
Turn SCROLL LOCK on or off	SCROLL LOCK
Scroll the screen up or down one row	UP ARROW or DOWN ARROW
Scroll the screen left or right one column	LEFT ARROW or RIGHT ARROW
Extend the selection to the cell in the upper-left corner of the window	SHIFT+HOME
Extend the selection to the cell in the lower-right corner of the window	SHIFT+END

Tip   When you use the scrolling keys (such as PAGE UP and PAGE DOWN) with SCROLL LOCK turned off, your selection moves the distance you scroll. If you want to keep the same selection as you scroll, turn on SCROLL LOCK first.

Select cells with special characteristics by using shortcut keys

To	Press
Select the current region around the active cell (the current region is an area enclosed by blank rows and blank columns)	CTRL+SHIFT+* (ASTERISK)
Select the current array, which is the array that the active cell belongs to	CTRL+/
Select all cells with comments	CTRL+SHIFT+O (the letter O)
Select cells whose contents are different from the comparison cell in each row (for each row, the comparison cell is in the same column as the active cell)	CTRL+\
Select cells whose contents are different from the comparison cell in each column (for each column, the comparison cell is in the same row as the active cell)	CTRL+SHIFT+|
Select only cells that are directly referred to by formulas in the selection	CTRL+[
Select all cells that are directly or indirectly referred to by formulas in the selection	CTRL+SHIFT+{
Select only cells with formulas that refer directly to the active cell	CTRL+]
Select all cells with formulas that refer directly or indirectly to the active cell	CTRL+SHIFT+}
Select only visible cells in the current selection	ALT+SEMICOLON

Select chart items by using shortcut keys

To	Press
Select the previous group of items	DOWN ARROW
Select the next group of items	UP ARROW
Select the next item within the group	RIGHT ARROW
Select the previous item within the group	LEFT ARROW

Move and scroll on a worksheet or workbook by using shortcut keys

To	Press
Move one cell in a given direction	Arrow key
Move to the edge of the current data region	CTRL+ arrow key
Move between unlocked cells on a protected worksheet	TAB
Move to the beginning of the row	HOME
Move to the beginning of the worksheet	CTRL+HOME
Move to the last cell on the worksheet, which is the cell at the intersection of the right-most used column and the bottom-most used row (in the lower-right corner); cell opposite the Home cell, which is typically A1	CTRL+END
Move down one screen	PAGE DOWN
Move up one screen	PAGE UP
Move one screen to the right	ALT+PAGE DOWN
Move one screen to the left	ALT+PAGE UP
Move to the next sheet in the workbook	CTRL+PAGE DOWN
Move to the previous sheet in the workbook	CTRL+PAGE UP
Move to the next workbook or window	CTRL+F6 or CTRL+TAB
Move to the previous workbook or window	CTRL+SHIFT+F6orCTRL+SHIFT+TAB
Move to the next pane	F6
Move to the previous pane	SHIFT+F6
Scroll to display the active cell	CTRL+BACKSPACE

In End mode, to	**Press**
Turn End mode on or off	END
Move by one block of data within a row or column	END, arrow key
Move to the last cell on the worksheet, which is the cell at the intersection of the right-most used column and the bottom-most used row (in the lower-right corner); cell opposite the Home cell, which is typically A1	END, HOME
Move to the last cell to the right in the current row that is not blank; unavailable if you have selected the Transition navigation keys check box on the Transition tab (Tools menu, Options command)	END, ENTER

With SCROLL LOCK turned on,	Press
Turn SCROLL LOCK on or off	SCROLL LOCK
Move to the cell in the upper-left corner of the window	HOME
Move to the cell in the lower-right corner of the window	END
Scroll one row up or down	UP ARROW or DOWN ARROW
Scroll one column left or right	LEFT ARROW or RIGHT ARROW

Tip   When you use the scrolling keys (such as PAGE UP and PAGE DOWN) with SCROLL LOCK turned off, your selection moves the distance you scroll. If you want to preserve your selection while you scroll through the worksheet, turn on SCROLL LOCK first.

Print and preview a document by using shortcut keys

To	Press
Display the Print command (File menu)	CTRL+P
Work in print preview	

To	Press
Move around the page when zoomed in	Arrow keys
Move by one page when zoomed out	PAGE UP or PAGE DOWN
Move to the first page when zoomed out	CTRL+UP ARROW or CTRL+LEFT ARROW
Move to the last page when zoomed out	CTRL+DOWN ARROW or CTRL+RIGHT ARROW

Outline data by using shortcut keys

To	Press
Ungroup rows or columns	ALT+SHIFT+LEFT ARROW
Group rows or columns	ALT+SHIFT+RIGHT ARROW
Display or hide outline symbols	CTRL+8
Hide selected rows	CTRL+9
Unhide selected rows	CTRL+SHIFT+(
Hide selected columns	CTRL+0 (ZERO)
Unhide selected columns	CTRL+SHIFT+)