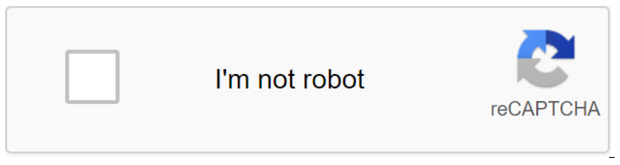
Excel keyboard shortcuts pdf free download



Continue

I'm constantly collecting information about Excel keyboard shortcuts and hotkeys. Some time ago I started to develop an extremely complete list of Excel and hotkeys shortcuts. You can get the latest versions of this Cheat sheet for free. The current version includes more than 350 entries/shortcuts. If you want to know more about shortcuts, including how to find them and how to create custom shortcuts, please refer to this blog post. You can get free access to this Shortcut PDF Cheat sheet by clicking the button below. One of the advantages of getting a Shortcut Cheat sheet keyboard PDF is that you can (later) bring keycuts from the PDF file to Excel to rearrange them according to your preferences. You can use any of these methods to convert the PDF file to Excel. You can also implement these methods with VBA. I list the keyboard shortcuts in the tables below. Use the following content table to move on to the category of keyboard shortcuts that interest you. Excel Keyboard Shortcuts: Charts and Graphics Shortcut #1Shortcut #2Shortcut #3Basic Description Of The Alt's Comments and F1Sbud the built-in chart using the currently selected Alt and JA data (1) In Excel 2013 and later, go to the tab format tape (when active); or (2) In Excel 2007 and 2010, go to the layout tab tape (with active) Alt and JCGo to develop tape tabs (with active) Alt and JC and AIn Excel 2013 and later, Expand Add Chart Element Drop Down Menu Alt n - BInsert Bar Chart Alt n - CInsert Column Chart Alt n nInsert Line Chart Alt n - Insert Pie or Doughnut Chart Alt n - RIn Excel 2013 and later, Recommended Charts Alt n - SDIn Excel 2013 and later, Insert Combo Chart Alt and XInsert Box using currently selected Data Excel keyboard shortcuts: Data Shortcut #1Shortcut #2Shortcut #3Basic DescriptionDo-ful comments (Ctrl and Alt v) special, skipping spaces when skipping spaces, existing values at the destination are not replaced by gaps in the original data (Ctrl and Alt - V) by adding Adds value to the clipboard to the value (s) in destination cells (Ctrl and Alt v) saving source formatting (Ctrl and Alt) - IPaste special, By separating the value (s) in destination cells by value in the clipboard (Ctrl and Alt v) - MPaste special, multiplying TheMultiplies value (s) in destination cells by value in the clipboard (Ctrl and Alt v) - NPaste data checks (Ctrl and Alt v) - SPaste special, performing the multiplication of the Multiplies value (s) in the destination cells by value in the clipboard (Ctrl and Alt v) - NPaste data checks (Ctrl and Alt v) - SPaste special, performing subtraces formatting (Ctrl - Alt - V) - VAlt , H - V - VPaste Values (Ctrl - Alt - V) Except For Borders Alt - A - MDisplays Remove Duplicate Dialogue Window Alt - A - W - GDisplay Dialogue Window Target Look For Alt - A - W - SDisplay Dialogue Window Scenario Manager Alt - A - WPlay Line in Cell Alt H - C - PDisplay Copy as Picture Dialogue Alt - H - E - AClear All Alt - H - LClear Hyperlinks Alt H - FI - ADisplay The Fill Across Worksheets Dialogue Window Alt - H - FI - JFill Justifies Alt - H - FI - LFill Left as follows: (1) Copy the right cell of the chosen cell left or (2) A copy from the right cell to the alt-to-active cell Alt - H - FI - SDisplay Dialogue Window Series Alt - H - FI - UFill up as follows: (1) Copying the lower cell of the chosen range in the cell above; or (2) Copy from cell below in the active cell Alt and H - FODisplay clipboard task panel Alt preservation format source Alt - H - V - IPaste-related picture Alt - H - V - UPaste picture Alt - R - AShow all cart comments - R and DDelete commentary Backspace (1) In Formula Bar or Cell (in cell editing mode), removes 1 or (2) When not in cell editing mode, cleans the contents of the selected/active cell (s) Ctrl - 'Ctrl - Shift - 'Copy formula/text from the cell above into the active cell or Formula Bar Ctrl - Copy the values/text from the cell above into the active cell or The Ctrl Formula Bar; Enter the current date of Ctrl - Alt - VAlt - H - V - SDisplay The Paste Special Dialog Window There must be data in Clipboard so that the team was available Ctrl - CCtrl - InsertAlt - H - C - CCopy Ctrl , DAlt - H - FI - DFill down as follows: (1) Copy of the cell of the upper chosen range in the cells below; or (2) A copy from the cell above in the active cell Of Ctrl - DeleteDelete until the end of the current line Ctrl - EAlt - H - FI - FFlash Fill Ctrl - Enter (1) Enter the current entry in the selected range and stay in the same active cell; or (2) Full cell entry and stay in the same active cell Ctrl and K (1) Inside the cell without hyperlink, display the Insert Hyperlink dialog window; or (2) In a hyperlink cell, display the Hyperlink Ctrl Edit Dialog Window and the Expand Ctrl RAlt H FI RFill tool on the right as follows: (1) Copy the left cell of the chosen range in the cell on the right; or (2) Copy from left cell in active cell Ctrl - Shift : Enter the current time Ctrl : Enter the current time Ctrl There must be data in Clipboard for the team that will be available Ctrl and XAlt , H and XCut DeleteAlt , H and E CClear content selected / active cell (s)Within Formula Bar or cell (in cell editing mode), removes 1 symbol on the right Choose (if any) Enter (1) Into the cell or Formula Bar, complete cell entry and (default) go to the cell below; or (2) In the AutoFilter list, the filter list using the selected itemEnter is also under Navigation and choice category EscWithin Cell Formula Bar, undo entryEsc is also under navigation and selection category F2Edit active cellPositions point insertion at the end of cell content. When editing is turned off directly, the insert point in formula bar F7Display moves directly into the cells, the selected Spelling Right Mouse Button and EWhen a row or column, insert copied or cut Shift cells - EnterWithin Cell Formula Bar, full cell entry and (default) go to the cell above Shift - F10 - mInsert or delete cellular comment Shift - F2Insert or edit cell comment Shift - F7Display Thesaurus dialog window or task panel Shift and Tab (1) Full cell entry and move one cell left in the previous sheet (the previous sheet (Editing by the 2) Choose an offer from auto-filled to complete the entry and move of one cell to the left or to the previous unlocked LockShift - Tab is also under navigation and selection and formulas and functions of the Tab category (1) Full cell entry and moving one cell to the right in the sheet or to the next unlocked cell in the protected sheet; (2) Choose an offer from auto-filled to complete the login and move one cell to the right or the next unlocked cellTab is also under navigation and selection and formula and feature category Excel keyboard shortcuts: Display Shortcut #1Shortcut #2Shortcut #3Basic Description Additional Comments AltF1 0Turn key tips (Rib On or OffAlt is also under The Navigation and Choice category Alt Increase the Dialog Window Alt and W - VGView/hide gridlines Ctrl - 'Switch between (1) cell values display and (2) displaying formulas in the Ctrl sheet No 6Alternate between concealment and display of object (s) Ctrl - F1Expand or Collapse Tape Ctrl - F10Maximize/Recovery of the current selected Ctrl work book window - Scroll Mouse Wheel in/out of Ctrl - Shift - UToggle between expansion and collapsing Formula Bar Excel Keyboard Labels : Shortcut format #1Shortcut #2Shortcut #3Basic DescriptionDo-loving Comments (Ctrl - Alt - V) - GAlt - H - V - GPaste merger of conditional destination formatting and original rangesInt all variants of merging conditional formats can only be when copying the range that contains conditional formatting (Ctrl and Alt)Alt - H - V - RPaste format (Ctrl - Alt - V) - WAlt - H - V - WPaste width column Alt - 'Display the Style dialog box Alt - BWithin Border tab of Format Cells dialog box, add/remove the lower boundary Alt - DWithin Border tab of Format The boundary tab of the Format Cells dialog window and when selecting more than 1 line, add/remove the horizontal inner boundary Of Alt - H - 0Increase number of decimal points displayed Alt and H , 3 - DApply or remove double underbelly Alt - H - 5Decrease indent Alt H - 6Increase indent Alt - H - 6Increase indent Alt - H - H - 9 Increase the number of decimal signs, displayed Alt and H - ABAlign text at the bottom of the cell Alt and H - ACAlign text in the center (between left and right) cells Alt and H - ALAlign text to the left of the cell Alt and H - AMAlign text to the middle (between top and bottom) cells Alt and H - MDisplay dialog box Format Cells with tab Number and category accounting, selected Alt and H - ARAlign text to the right of the Alt cell and H - ATAlign text at the top of the Cell Alt and H - BExpand Borders drop-down menu Alt H - B - AAll Borders Alt - H - B - B- B - CTop and thick lower border Alt - H - B - DTop and lower border Alt - H - B - EErase border Alt H - B - IChoose border line color Alt - H - B - LLeft Border Alt - H - B - MDisplay Dialog Window Format Cells with selected tab Border Alt - H - B - NCtrl - Shift - No Border Alta - H - B - OBottom Border Alt - H - B - RRight Border Alt - H - B - SCtrl - Shift - 7Outside Border Alt - H - B - TThick Box Border Alt - H - B - UTop and Double bottom line Alt - H - E - FClear formatting Alt - H - FCChoose font color Alt - H - FCExpand Color drop-down menu Alt - H - FFChange face font Alt - H - FGINcrease font size in one point Alt and H - FGINcrease font size by font size 1 point Alt and H - FKDecrease font size one dot Alt - H - FKDecrease font size by 1 point Alt and H - FMDisplay format cells dialog box with number tab Selected Alt and H - FNDisplay Dialog Window Format Cells with selected Tab Alt - H - FPActivate Format Artist Alt - H - F - DRotate Text Down Alt - H - F - LRotate Text clockwise Alt - H - MAlt - H - FADisplay Dialog Window Format with Alignment Tab, selected Alt H - F - ORotate text at the angle of counterclockwise Alt - H - F - URotate text up Po Alt - H - F - VRotate text so, that it's vertical Alt and H - FSChange font size Alt Menu Alt and H - NApply does not fill the color to the current choice of cell Alt - H - JExpand menu of cellular styles Alt - H and J - MDisplay dialogue window Merge Styles for merging (copy) cell styles from another working book Alt dialogue box to create a new cellular style Alt and H , KFormat number with thousands of commas (,) separater Alt the entire sheet Alt - H - L - C - PClear conditional formatting rules from the selected option PivotTableIt option is active only then, when the active cell is within the PivotTable Alt - C and TClear conditional formatting rules from the selected tableIt is only active when the active cell is in the Alt and H and L table - DExpand menu to set a conditional formatting rule using data bars with gradient or solid pouring Alt H and L - D - MAlt , H - L - S - MAlt , H - L - I - MDisplay - a new dialog window of conditional formatting rule, with the format of all cells based on their type of rules of values, chosen Alt and H - L - H - ADisplay the Data Occurring Dialog window for conditionally format cells, the date of which takes place during the period of time set in the rule of Alt and H - H - whose value lies between the values set in the Alt - H - H - H - DDisplay duplicate Values dialog window for the conditional cell format with duplicate or unique values in the selected range of Alt cells, H and H - EDisplay the Equal To dialog box for a conditional cell format, the value of which is equal to the value set in the Alt rule Less than the dialog box, which is less than the dialog box. than the value set in the Rule Alt - H and H - MDisplay New conditional rule formatting the dialog box, with format only cells that contain the type of rule chosen by Alt Alt - H - L - NDisplay New conditional formatting Rule of The Dialogue Window Alt - H - L - RDisplay Manager for conditional rules of formatting Alt - H and L - SExpand menu to establish a conditional formatting rule using color scales Alt and H L - T - ADisplay Average that are above average in the selected range of cells Alt, H and L - T - BDisplay the Bottom 10 Items dialog window for the conditional format of cells, which are rated within the lower values in the selected range of cells Alt and H - L and T - MDisplay new conditional rule of formatting the dialog window, with the format only the top or bottom ratings of the rule type values selected by Alt - H - L - T - ODisplay Lower 10% dialog box conditionally cell format that rank within a certain lower percentil in the selected range of the Alt range Alt and H - L and T- TDisplay Top 10 Elements dialog box conditionally format cells that within the upper values in the selected range of Alt - H - L - T - VDisplay the Below Average dialog window for conditional cell format, which are below average in the selected range of cells Alt and H - M - AMerge through cells Elected cells in the same line merge Alt and H - M - MMerge cells Alt - H - M - UUnmerge cells Alt - H - NChoose format number Alt Row Height Dialog window Alt - H - O - IAuto-fit H - O - WDisplay Dialogue Window Width Column Alt - H - TExpand Format as Table Drop Down Menu Alt Format as Desktop Menu Alt - H - T - NDisplay The New Table Style Dialogue Window Alt - H - T - PDisplay New Dialogue Box PivotTable Style Alt - H - WWrap Text Alt - LWithin , add/delete the left border Alt and RWithin Border Tab Format Cells Dialog Box, add/remove the right border Alt and TWithin border tab Format Cells Dialog box, add/delete the upper border of the Alt and VWithin border tab Format Cells Dialog box and when more than 1 column selected, add/delete vertical internal border Ctrl - 1Alt - H - O - EDisplay Format Cells Dialogue Window Ctrl - 5Apply or remove the formatting of impact Ctrl - BCtrl - 2Alt - H - 1Apply or remove bold formatting Ctrl - ICtrl - 3Alt - H - 2Apply or remove italic formatting Ctrl ! Apply the number formatDefault settings are: (1) 2 decimal places, (2) 1000 separator, and (3) minus (-) sign for negative values Ctrl and Shift No #Apply Date formatDefault installation date, month and year Ctrl and Shift $Apply currency formatDefault settings: (1) 2 decimal place, (2) 1000 separator, and (3) negative values in brackets () Ctrl - Shift - Shift - %Alt - H - PApply percentage settingDefault has no decimal places Ctrl - Shift - Add external boundaries to the selected cell (s) Ctrl - Shift - Shift - @Apply time formatDefault settings: (1) hour and minute, and (2) scientific format with ten installations Ctrl Places - Shift - _Remove Beyond The Borders Ctrl - Shift - Apply General Format Ctrl - Shift FCtrl Shift - PDisplay Cell Format Dialogue Window with Font Tab Selected Ctrl - TCtrl - LDisplay Create Table Dialogue Window Ctrl - UCtrl , possibly Excel Keyboard Labels: Formulas and Features Shortcut #1Shortcut #2Shortcut #3Basic DescriptionAdition Comments (Ctrl - Alt - V) Formula V and OPaste and formatting numbers Start/enter the Formula Alt (Alt) H (U) - SAutoSum Alt, H - U - AAuto-calculate the average with THE AVERAGE Alt and H - CAuto-count numbers using COUNT Alt and U IAuto-calculate minimum value within range, Using range FUNCTION MIN Alt - H - U - MAuto-calculate maximum value within range using MAX Alt - M - A - ARemove Arrows from Formula Auditing Alt - M - DTrace Dependents Alt - M - PTrace Precedents Alt - Shift - F10 Menu or Message, generated by the Ctrl and ADisplay background error check, the Function Arguments dialog and insert feature argumentsFunction of the name should already be punished and the insertion point should be on the right on behalf of the Ctrl function and is also under the navigation and selection category of Cells Ct Altrl and F9Calculatec all sheets in all open workbooks Sheets/workbooks have/not been changed since the last calculation of Ctrl and F3Display Name Manager Dialogue Window Ctrl Title function should already be punished, and the insertion point should be right on behalf of the function of Ctrl - Shift - Formula EnterEnter as formula array Ctrl - Shift - F3Display The Create Names from dia Selection box F3Display The Name that will be available F4Toggles between available combinations of absolute and relative references F9Calculate all sheets in all open workbook Shift - F3Alt - H - U - FDisplay Insert function dialogue window Shift - F9Calculate active current sheet Shift (2) Select an offer from auto-filled to complete the formula and move one cell to the left or to the previous unlocked LockShift - Tab is also under navigation and Tab selection and data categories Full formula and move one cell to the right in the sheet or to the next unlocked cell in the protected sheet; (2) Select offer from auto-filled to complete the formula and move one cell to the right or the next unlocked cellTab is also under navigation and the choice and data categories Excel Keyboard Labels: Common label #1Shortcut #2Shortcut #3Basic DescriptionIn addition to Comments Alt - F4Close current active window Excel Alt - Menu SpaceDisplay Control Altplay Excel Options Dialogue Ctrl and YRedo/repeat Last Action or Ctrl - Undo/reverse Last Action or Excel Keyboard Label Command: Grid Shortcut #1Shortcut #2Shortcut #3Basic DescriptionADitable Comments Alt - A - G - GShift - Alt - Right Arrow (1) If selected multiple lines/columns, group lines/columns; or (2) Otherwise, display the Alt- A - HHide grouped lines/columns Alt - JShow grouped lines/columns Alt - UShift - Alt - Left Arrow (1) If selected grouped lines/columns, nongroup lines/columns; Or (2) Otherwise, display the Ungroup Alt - H - M - CMerge - Central Cells Alt - H - WWrap Text Ctrl - Alt - H and D (1) Remove selected lines/columns; or (2) Removal Display Box for cell removal/rows/columns Alt - H - D - RDelete strings Alt - H - D - CDelete columns Alt - H and D - LDelete table rowsCommand is only available when the active cell is in the table Alt column Alt - H - O - HDisplay Dialog Window Height Alt - H - O - AAutoFit Height Windows Width Column Alt - H - O - IAutoFit Column Width Alt Standard Table Window Width to change the width of the default column Alt - H - O - LLock Active Cell (s) Ctrl - 0Alt - H - O - U - CHide Active Column (s) Ctrl - 8Alternate between concealment and displaying the symbols of the outline If there are lines/columns, grouped Ctrl - 9Alt - H - O - U - RHide Active Series (s) Ctrl - Shift, Alt H, I and E(1) Insert lines/columns above/left of selected line/column; or (2) Insert Dialog Display for Insert Insert cells/series/columns Alt and H - I and AInsert dining rows above active cellCommand are only available when the active cell is in the Alt and H - I - LInsert table columns to the left of the active cellCommand is only available when, when the active cell is in the Alt - H - I - RInsert line sheet over the active alt cell, H and I - CInsert sheet columns to the left of the active Cell Ctrl - Shift - 0Alt - H - O - U - LUnhide any hidden columns within the selectionMich do not work in certain (especially new versions) Excel by default. In these cases, you can usually include a label by changing the hotkey language bar settings and changing the settings (e.g. selecting Not Assigned) for a key sequence to switch the input keyboard layout of The Ctrl - Shift - 9Alt - H - O - U - O - O - OUnhide any hidden lines within the selection of Excel Shortcuts: Navigation and Shortcut Selection #1Shortcut #2Shortcut #3Basic Description F5 (Alt s S) - YSelect Visible Cells Alt - A to Alt - With Dialog Window: (1) Choose option; or (2) Select/clear the flagSpeciphic letter is highlighted in the label of the corresponding option/checkbox Alt s Down Arrow (1) In cells with AutoComplete lists or AutoFilter lists, display the AutoComplete list or AutoFilter list; or (2) In dialog boxes, expand your chosen drop down the list of the Alt- FGo's Backstage View Alt - Page Down/Alt - Page UpGo One Screen On the Right within active sheet/ Go one screen left within active Alt Sheet and TabSwitch box and move on to the next Alt book and Arrow ArrowClose Autocomplete List Arrow Keys (1) Within the worksheet, Go to the mobile sheet to the right (2) Within the tape, go to the option on the next (right) or the previous (left) option Tab (3) In the menu or substitution, switch between the main menu and the substitution; (4) In the list fall out, move between points; (5) Within the options group, moving between options; or (6) When extend Selection mode is turned on, extend the selection of Ctrl - Shift - F5 (Alt s S) - RWhen in the cell, select the data area around the active Cell Ctrl. When in selecting a cell, move the active cell clockwise to the next corner (top right of qgt; in the bottom right corner of the zgt; in the bottom left corner of the top left) Ctrl (Alt s5) select the data area around the active cell (click the label for the second or third time to select the entire sheet) or select the entire sheet; Or (2) When selecting an object, select all such objects in the Ctrl sheet, as well as in the Formula and Ctrl and Arrow Keys category (1) Go to the edge of the current data area. or (2) Inside the cell, skip the word left or rightC using the cell, only the right and left arrows can be used by Ctrl and BackspaceGo to the active cell in the Ctrl sheet to go to the end of the contents of the cell Ctrl - FShift - F5Alt - H - FD - FDisplay the Find and Replace dialogue with the tab Find, selected Ctrl and F6Alternate between the current active working book window and the next window of the working book Ctrl and GF 5Alt - H - FD - GDisplay the Go To Dialogue Window Ctrl , HAlt - H - FD - RDisplay the Find and Replace dialog with the selected Post Ctrl and Home tab (1) Go to the first sheet cell; Or (2) In the cell, go to the top of the contents of the Ctrl and Left-Mouse-Button ClickAdd cell that does not adjacent (1) cells to the current cell choice; or (2) Sheets to the current selection of the Ctrl sheet - Page down / Ctrl - UpGo Page to the next sheet to the right / Go to the previous sheet to the left Ctrl Shift F5 (Alt s) D LGo to all precedents (direct and indirect) within the active sheet Ctrl - Shift - F5 (Alt - S) - P - LGo for all dependents (direct and indirect) within the active sheet Ctrl - Shift - Arrow Keys (1) Expand the choice to the edge of the current data area; or (2) In the cell, select (or add to the choice) the word left or right of the current selection/insertIn the cell can only use the right and left arrows of Ctrl and Shift s End (1) To extend the selection to the last cell (the cell in the lowest used series and the right-most-used column) of the work table; or (2) In a cell or Formula Bar, select (or add to the selection) all words from the current point of choice/paste to the end of the contents of the cell or The Ctrl Formula Bar - Shift - F4Find of the previous Ctrl - Shift - Home (1) Expand the selection to the first sheet cell; or (2) In a cell or Formula Bar, select (or add to the choice) all the words from the choice/embeds indicate the beginning of cell content or Ctrl Formula Bar - Shift - OF5 (Alt - S) - CAlt - H - FD - MGo for Cells with Comments Ctrl - Shift - Page Down / Ctrl - Shift - Page UpSelect The current active and the next sheet on the right / Select the current active and previous sheet left Ctrl or (2) In the dialog field go to the previous tab Ctrl and SpaceSelect active columnS table: (1) The first time the label is pressed, Selects an active column in the table (2) The second time a label is pressed, you choose an active column title (if any); and (3) The third time the label is pressed selects the active column of the Ctrl and Tab sheet (1) Go to the next work book; Or (2) In the dialog field, go to the next turn end mode (1) Turn End; (2) In the cell, go to the end of the current line; (3) When you turn on the scroll lock, go to the cell in the bottom right corner of the window; Or (4) When the menu or spoof is visible, select the last menu command or spoof when End mode is in: (1) Use the arrow keys to move to the edge of the current data area; (2) Use Home to move to the last cell (the cell in the lowest range used and the most commonly used column) sheet; (3) Use Enter to go to the last non-empty cell on the right. End mode automatically shuts down after the arrow/home/enter the Enter (1) Within Ribbon key, display the selected tab, or execute the chosen command; (2) In the dialog field, act with the default command button in the dialog field; (3) When selecting a cell, moving the active cell to the next cell (usually right or down); or (4) In the data form, go to the first field in the next entryEnter is also under the category of data Selection Cell EnterWithin, move the active cell to the previous cell (usually left or up) Esc (1) In the menu, submenu, dialog or message window, cancel the command and close the menu, submenu, dialog or message window; (2) When an object is selected, cancel selectionEsc is also under the F1Display data category of the command or management task selected, the help task panel displays the help theme associated with the team or management. If the subject of help is not related, The Main Aid Task panel displays F5 (Alt) Alt (H) - FD - SDisplay the Go To Special Dialog Box F5 (Alt s) - ASelect Current Array F5 Sheet Alt - H - FD - PDisplay/hide the Selection taske F5 (Alt - S) - D - LGo for all F5 dependents (Alt - S) to empty F cells5 (Alt - S) - MSelect of differences F5 (Alt s) - OAlt - H - FD - NGo for F5 Constant Cells (Alt s S) - H - FD - CSelect-cells with conditional formatting F5 (Alt - S) - T - ESelect-cells with the same conditional formatting F5 (Alt s) Cells with the same F5 data check (Alt s S) - WSelect line of F6Switch differences between glasses in the following order: sheet, tape, task panel, zoom controlsIn split sheet, this label includes separated glass F8Turn Extend Selection mode or outextend Choice mode allows you to expand the current choice using only the main arrow keys (1) Go to the top of the line at the beginning of the line. (2) Within the cell, go to the beginning of the current line; (3) When you turn on the scroll lock, go to the cell in the top left corner of the window; Or (4) When the menu or substitution is visible, select the first menu command or spoof the Left Mouse button - ShiftAdd adjacent cells or sheets to the current choice of Page Down / Page UpMove 1 screen down / 1 screen up Shift and Arrow Keys (1) Expand the choice by 1 cell; or (2) In the cell select (or add to the choice) the symbol left or right of the current point of choice/insertionC cell, you can only use the right and left arrow of the Shift key - BackspaceWhen several cells selected, Select only active cell Shift and EndWithin cell, select at the end of the current line Shift - F10Display Context /Shortcut menu for selected itemEquivalent to the right mouse button click Shift and F4Repeat last action find / Find the next match Shift To increase controls, task panel, RibbonIn split sheet, this label includes split glass Shift and F8Add not adjacent to the range of the current range of the arrow. Use Shift - Arrow keys to choose a new choice Of Shift - Home (1) Select the beginning of the current line or (2) In the cell, select at the beginning of the current line Shift - Page Down / Shift - Page UpExtend choice 1 screen down / 1 screen up Shift - SpaceSelect active rowS table: (1) First clicked selects active line in the table; (2) The second time a label is pressed, selects the active range of the Shift and Tab sheet (1) Move one cell to the left in the sheet or to the previous unlocked cell in the protected sheet; (2) Within the selection range, move the active cell to the left; (3) In the dialog box or tape, move on to the previous version or version of the GroupShift and tab also under the data and formulas and functions of the Category Spacebar (1) In the dialog field, perform actions that match the chosen button, or select or clear the box; (2) Inside the tape, activate your chosen command or control, or open your chosen Tab(1) Menu or Gallery (1) Move one cell to the right in the sheet or to the next unlocked cell in a protected sheet; (2) Within the choice, move the active cell to the right; (3) In the dialog box or tape, move on to the next option or groupTab option also under the data and formulas and features category Excel keyboard shortcuts: PivotTables Shortcut #1Shortcut #2Shortcut DescriptionDo-ible Comments Alt - N - VPivotTable Excel Keyboard Labels: Print Shortcut #1Shortcut #2Shortcut #3Basic DescriptionAlorable Comments Alt Behind the Scenes View Ctrl and PDisplay Printed Tab Behind the Scenes View (Print) Excel Keyboard Labels: Sort and Filter Shortcut #1Shortcut #2Shortcut #3Basic Description Biggest for the smallest Alt , SSAlt - H - S - UDisplays The Sort Dialog Window Alt - V V VDisplay Dialog Window To check data Alt Ctrl - Alt - LAlt - H - S - filter YReapply and sorting by current range Ctrl - Shift - LAlt - H - S - FTurn filter on or outside the right mouse button - E - VFilter by the value of the selected Excel Keyboard Shortcuts cell : Text Shortcut #1Shortcut #2Shortcut #3Basic Description Supplemental Comments Alt - A - EDisplay Text Conversion into The Wizard of Alt column - FTSSNeoak the Dialog Box of the Imported Text Tag : VBA and Macros Shortcut #1Shortcut #2Shortcut #3Basic DescriptionDo-ing Comments F5Within Visual Editor, perform macroF5 is also under navigation and the choice category Alt or (2) If the visual editor is open, switch between Excel and visual editor Alt - F8Alt - W - M - VDisplay macro dialog window Alt - L - IExpand Insert Controls and ActiveX Controls drop-down menu Alt display object Browser Excel Keyboard Labels: Workbooks and Sheets Shortcut #1Shortcut #2Shortcut #3Basic DescriptionAdital Comments Alt - H - D - SAlt - E - LDelete Current Active Sheet Alt Move or copy the dialog box to move or copy active sheet Alt - H - O - PDisplay Dialog Window Protection Liszt Alt - H - O - RAlt - O - H - RRename Current Active Sheet Alt TExpand Tab Color Drop Down Menu Alt U - SHide Current Active Sheet Alt - H - O - U - SHide Active Table Alt - Shift - F1Insert New Table Ctrl - F11New Macro Sheet Ctrl - F12Display Open Dialogue Window Ctrl - F4Close Current Selected Book Window Ctrl and F7Apply Move Team by Work book window (if not maximised) (1) Use arrow keys to move the window; And (2) Once completed, use Enter for confirmation or Esc to undo the Ctrl and F8Apply Resize command on the active work book window (unless maximized)(1) Use the arrow keys to move the window; and (2) Once completed, use Enter to confirm or Esc to undo Ctrl and F9Minimize the current selected Ctrl work book window - NCreate's new empty Work Book Ctrl - ODisplay Open Tab Backstage View (open workbook) Ctrl and SShift - F12Save active file (1) using current name and file format, file and (2) in the current location of the Ctrl file and WClose selected working book F12Alt - F2Display Save as Dialogue Window Shift - F11Alt - H - I SInsert new sheet in the current work book excel keyboard shortcuts pdf free download. free download excel keyboard shortcuts

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