500 Excel Keyboard Shortcuts & Key Sequences

A practical reference guide for Microsoft Excel on Windows

Learn faster ways to edit cells, format data, navigate worksheets, write formulas, manage tables, and create charts.

Important note about the 500 entries: Excel does not have 500 universally distinct, standard keyboard combinations. This guide includes core shortcuts, Ribbon KeyTip sequences, and clearly labelled context-specific uses. Some commands vary by Excel version, keyboard layout, and Windows settings. Repeated combinations are not presented as 500 unique physical key combinations.

Designed for Excel desktop on Windows. Mac and Excel for the web use different or modified shortcuts.

How to use this guide

A shortcut such as **Ctrl + C** is pressed together. A Ribbon sequence such as **Alt + H, H** is pressed one key at a time: press Alt, then H, then H. KeyTip letters can change between versions and interface languages.

For best results, practise a few shortcuts each day. Use the category headings to find the command you need.

1. 1. File and workbook
2. 2. Basic editing and clipboard
3. 3. Navigation
4. 4. Selection
5. 5. Formatting
6. 6. Rows, columns, cells
7. 7. Formulas and calculation
8. 8. Data, sort, filter, tables
9. 9. Charts, objects, and views
10. 10. Review, comments, protection

1. File and workbook

Common workbook, file, printing, and window commands.

No.	Shortcut / Key sequence	Action
1	**Ctrl + N**	Create a new workbook
2	**Ctrl + O**	Open an existing workbook
3	**Ctrl + S**	Save the active workbook
4	**F12**	Open Save As
5	**Ctrl + P**	Open Print
6	**Ctrl + W**	Close the active workbook
7	**Ctrl + F4**	Close the active workbook window
8	**Alt + F4**	Exit Excel
9	**Ctrl + F2**	Open Print Preview
10	**Ctrl + Tab**	Switch to the next open workbook window in supported contexts
11	**Ctrl + Shift + Tab**	Switch to the previous workbook window in supported contexts
12	**Ctrl + F6**	Move to the next workbook window
13	**Ctrl + Shift + F6**	Move to the previous workbook window
14	**Alt + F**	Open the File tab
15	**Esc**	Close a menu or dialog
16	**F1**	Open Excel Help
17	**Ctrl + K**	Insert a hyperlink
18	**Ctrl + Q**	Show Quick Analysis for a selected range
19	**Alt + F, I**	Open the Info page in Backstage
20	**Alt + F, P**	Open the Print page in Backstage
21	**Alt + F, A**	Open Save As in Backstage
22	**Alt + F, O**	Open the Open page in Backstage
23	**Alt + F, N**	Create a new workbook from Backstage
24	**Alt + F, C**	Close workbook from Backstage
25	**Alt + F, T**	Open Excel Options

2. Basic editing and clipboard

Edit cell contents and move information efficiently.

No.	Shortcut / Key sequence	Action
26	**Ctrl + C**	Copy selected cells
27	**Ctrl + X**	Cut selected cells
28	**Ctrl + V**	Paste copied or cut cells
29	**Ctrl + Z**	Undo the last action
30	**Ctrl + Y**	Redo or repeat an action
31	**Delete**	Clear cell contents
32	**F2**	Edit the active cell
33	**Esc**	Cancel an entry or exit edit mode
34	**Enter**	Commit an entry and move down

No.	Shortcut / Key sequence	Action
35	**Shift + Enter**	Commit an entry and move up
36	**Tab**	Commit an entry and move right
37	**Shift + Tab**	Commit an entry and move left
38	**Alt + Enter**	Start a new line within a cell
39	**Ctrl + Enter**	Fill all selected cells with the current entry
40	**Ctrl + D**	Fill down from the cell above
41	**Ctrl + R**	Fill right from the cell to the left
42	**Ctrl + E**	Run Flash Fill
43	**Ctrl + ;**	Insert the current date
44	**Ctrl + Shift + ;**	Insert the current time
45	**Ctrl + '**	Copy the formula from the cell above
46	**Ctrl + Shift + "**	Copy the value from the cell above
47	**Ctrl + Alt + V**	Open Paste Special
48	**Ctrl + K**	Insert a hyperlink
49	**F4**	Repeat the last action when possible
50	**Ctrl + Shift + V**	Paste values in supported Microsoft 365 versions
51	**Backspace**	In-cell editing behavior / clear active cell entry depending on context

3. Navigation

Move around a worksheet, workbook, and data region.

No.	Shortcut / Key sequence	Action
52	**Arrow keys**	Move one cell in the arrow direction
53	**Home**	Move to the first cell in the current row
54	**Ctrl + Home**	Go to cell A1
55	**Ctrl + End**	Go to the last used cell on the worksheet
56	**Ctrl + Right Arrow**	Move to the right edge of the current data region
57	**Ctrl + Left Arrow**	Move to the left edge of the current data region
58	**Ctrl + Up Arrow**	Move to the top edge of the current data region
59	**Ctrl + Down Arrow**	Move to the bottom edge of the current data region
60	**Page Down**	Move down one screen
61	**Page Up**	Move up one screen
62	**Alt + Page Down**	Move one screen to the right
63	**Alt + Page Up**	Move one screen to the left
64	**Ctrl + Page Down**	Activate the next worksheet
65	**Ctrl + Page Up**	Activate the previous worksheet
66	**F5**	Open Go To
67	**Ctrl + G**	Open Go To
68	**Ctrl + Backspace**	Scroll to show the active cell
69	**F6**	Cycle through worksheet, ribbon, task pane, and other areas
70	**Shift + F6**	Cycle backward through worksheet, ribbon, task pane, and other areas

No.	Shortcut / Key sequence	Action
71	**Ctrl + .**	Move clockwise to the next corner of a selected range
72	**End, then Arrow**	Move to the next nonblank cell or edge in the chosen direction
73	**Alt + Down Arrow**	Open a cell's list, filter menu, or validation dropdown when available
74	**Ctrl + Tab**	Switch to the next workbook window in supported contexts
75	**Ctrl + Shift + Tab**	Switch to the previous workbook window in supported contexts
76	**Scroll Lock + Arrow**	Scroll the worksheet without changing the active cell, when Scroll Lock is enabled

4. Selection

Select cells, rows, columns, and ranges.

No.	Shortcut / Key sequence	Action
77	**Shift + Arrow**	Extend selection by one cell
78	**Ctrl + Shift + Arrow**	Extend selection to the edge of the current data region
79	**Shift + Home**	Select from active cell to the beginning of the row
80	**Ctrl + Shift + Home**	Extend selection to the beginning of the worksheet
81	**Ctrl + Shift + End**	Extend selection to the last used cell
82	**Ctrl + Space**	Select the entire column
83	**Shift + Space**	Select the entire row
84	**Ctrl + A**	Select current region; press again in some contexts to select the sheet
85	**Ctrl + Shift + ***	Select the current region
86	**F8**	Turn Extend Selection mode on or off
87	**Shift + F8**	Add a nonadjacent range to the selection
88	**Ctrl + Shift + Page Down**	Select current and next worksheet
89	**Ctrl + Shift + Page Up**	Select current and previous worksheet
90	**Shift + Backspace**	Reduce a multiple-cell selection to the active cell
91	**Ctrl + Shift + O**	Select cells containing comments or notes in supported versions
92	**Alt + ;**	Select visible cells only
93	**Ctrl + /**	Select the current array, in legacy array formula contexts
94	**Ctrl + Shift + Space**	Select current region or worksheet, depending on context
95	**Shift + Click**	Extend a selection to the clicked cell
96	**Ctrl + Click**	Add or remove a nonadjacent cell or range
97	**Shift + Page Down**	Extend selection down one screen
98	**Shift + Page Up**	Extend selection up one screen
99	**Ctrl + Shift + 9**	Unhide selected rows
100	**Ctrl + Shift + 0**	Unhide selected columns where Windows settings permit
101	**Ctrl + Shift + F8**	Extend selection using arrow keys in some Excel versions

5. Formatting

Apply number formats, fonts, alignment, borders, and fill.

No.	Shortcut / Key sequence	Action
102	**Ctrl + 1**	Open Format Cells

No.	Shortcut / Key sequence	Action
103	**Ctrl + B**	Toggle bold
104	**Ctrl + I**	Toggle italic
105	**Ctrl + U**	Toggle underline
106	**Ctrl + 5**	Toggle strikethrough
107	**Ctrl + Shift + ~**	Apply General number format
108	**Ctrl + Shift + $**	Apply Currency format
109	**Ctrl + Shift + %**	Apply Percentage format
110	**Ctrl + Shift + ^**	Apply Scientific format
111	**Ctrl + Shift + #**	Apply Date format
112	**Ctrl + Shift + @**	Apply Time format
113	**Ctrl + Shift + !**	Apply Number format
114	**Ctrl + Shift + &**	Apply an outline border
115	**Ctrl + Shift + _**	Remove outline borders
116	**Alt + H, H**	Open Fill Color menu
117	**Alt + H, B**	Open Borders menu
118	**Alt + H, A, C**	Center align
119	**Alt + H, A, L**	Left align
120	**Alt + H, A, R**	Right align
121	**Alt + H, W**	Toggle Wrap Text
122	**Alt + H, M, C**	Merge and Center
123	**Alt + H, M, M**	Merge Across
124	**Alt + H, M, A**	Merge Cells
125	**Alt + H, M, U**	Unmerge Cells
126	**Alt + H, O, I**	AutoFit column width
127	**Alt + H, O, A**	AutoFit row height
128	**Alt + H, O, W**	Set column width
129	**Alt + H, O, H**	Set row height
130	**Alt + H, F, C**	Open Font Color menu
131	**Alt + H, F, F**	Open Font menu
132	**Alt + H, F, S**	Open Font Size menu
133	**Ctrl + 2**	Toggle bold
134	**Ctrl + 3**	Toggle italic
135	**Ctrl + 4**	Toggle underline
136	**Ctrl + 6**	Show or hide objects
137	**Ctrl + 8**	Show or hide outline symbols

6. Rows, columns, cells

Insert, delete, hide, unhide, and resize worksheet structures.

No.	Shortcut / Key sequence	Action
138	**Ctrl + +**	Open Insert Cells dialog

No.	Shortcut / Key sequence	Action
139	**Ctrl + -**	Open Delete Cells dialog
140	**Ctrl + 9**	Hide selected rows
141	**Ctrl + Shift + 9**	Unhide selected rows
142	**Ctrl + 0**	Hide selected columns
143	**Ctrl + Shift + 0**	Unhide selected columns where permitted
144	**Alt + H, I, R**	Insert sheet rows
145	**Alt + H, I, C**	Insert sheet columns
146	**Alt + H, D, R**	Delete sheet rows
147	**Alt + H, D, C**	Delete sheet columns
148	**Alt + H, O, I**	AutoFit column width
149	**Alt + H, O, A**	AutoFit row height
150	**Alt + H, O, W**	Set column width
151	**Alt + H, O, H**	Set row height
152	**Shift + Space, Ctrl + +**	Select row, then insert a row
153	**Ctrl + Space, Ctrl + +**	Select column, then insert a column
154	**Shift + Space, Ctrl + -**	Select row, then delete it
155	**Ctrl + Space, Ctrl + -**	Select column, then delete it
156	**Alt + H, I, S**	Insert a sheet
157	**Alt + H, D, S**	Delete a sheet
158	**Alt + H, O, R**	Rename the active sheet
159	**Alt + H, O, M**	Move or copy a sheet
160	**Alt + H, O, T**	Change sheet tab color
161	**Alt + H, O, H**	Set row height
162	**Alt + H, O, W**	Set column width

7. Formulas and calculation

Enter formulas, insert functions, and control recalculation.

No.	Shortcut / Key sequence	Action
163	**Alt + =**	Insert AutoSum
164	**Shift + F3**	Open Insert Function
165	**F4**	Cycle absolute and relative references while editing a formula
166	**F9**	Calculate all worksheets in open workbooks
167	**Shift + F9**	Calculate the active worksheet
168	**Ctrl + Alt + F9**	Force calculation of all worksheets
169	**Ctrl + Alt + Shift + F9**	Recheck dependencies and force full calculation
170	**Ctrl + `**	Show or hide formulas
171	**Ctrl + Shift + U**	Expand or collapse the formula bar
172	**Ctrl + F3**	Open Name Manager
173	**Ctrl + Shift + F3**	Create names from row or column labels
174	**F3**	Paste a defined name into a formula

No.	Shortcut / Key sequence	Action
175	**Ctrl + A**	Display function arguments while entering a function
176	**Ctrl + Shift + A**	Insert argument names in a function, where supported
177	**Esc**	Cancel formula entry
178	**F2**	Edit formula in active cell
179	**Ctrl + Shift + Enter**	Enter a legacy array formula
180	**Alt + Enter**	Insert a line break while editing cell content
181	**Ctrl + [**	Select direct precedent cells
182	**Ctrl +]**	Select direct dependent cells
183	**Alt + M, V**	Open Evaluate Formula in the Formulas tab
184	**Alt + M, P**	Trace Precedents
185	**Alt + M, D**	Trace Dependents
186	**Alt + M, A, A**	Remove arrows
187	**Alt + M, N**	Define Name
188	**Alt + M, M**	Name Manager
189	**Alt + M, C**	Create from Selection
190	**Alt + M, U**	Use in Formula menu
191	**Alt + M, X**	Show Formulas / formula auditing commands vary by version

8. Data, sort, filter, tables

Work with lists, tables, filtering, validation, and imports.

No.	Shortcut / Key sequence	Action
192	**Ctrl + Shift + L**	Toggle AutoFilter
193	**Ctrl + T**	Create a table
194	**Ctrl + L**	Create a table
195	**Alt + Down Arrow**	Open filter dropdown for the active header cell
196	**Alt + A, S, A**	Sort ascending (A to Z / smallest to largest)
197	**Alt + A, S, D**	Sort descending (Z to A / largest to smallest)
198	**Alt + A, S, S**	Open Sort dialog
199	**Alt + A, T**	Toggle Filter
200	**Alt + A, E**	Open Text to Columns
201	**Alt + A, M**	Remove Duplicates
202	**Alt + A, V, V**	Open Data Validation
203	**Alt + A, W**	Open What-If Analysis menu
204	**Alt + A, Q**	Open Get Data options in supported versions
205	**Alt + F5**	Refresh selected external data range or query
206	**Ctrl + Alt + F5**	Refresh all data connections
207	**Ctrl + E**	Flash Fill
208	**Ctrl + Shift + L**	Turn filters on or off
209	**Alt + A, C**	Clear filter in supported ribbon layouts
210	**Alt + A, O**	Open Outline commands in supported layouts

No.	Shortcut / Key sequence	Action
211	**Alt + A, G, G**	Group rows or columns in supported layouts
212	**Alt + A, U, U**	Ungroup rows or columns in supported layouts
213	**Alt + A, J**	Open table design-related commands in supported versions
214	**Tab (last table cell)**	Add a new row to an Excel table
215	**Ctrl + Space (in table)**	Select table column data; repeated use may include header/total row
216	**Shift + Space (in table)**	Select table row

9. Charts, objects, and views

Create charts, navigate objects, and change worksheet views.

No.	Shortcut / Key sequence	Action
217	**Alt + F1**	Create an embedded chart from selected data
218	**F11**	Create a chart on a separate chart sheet
219	**Ctrl + 6**	Show or hide objects
220	**Ctrl + 8**	Show or hide outline symbols
221	**Ctrl + Mouse wheel**	Zoom in or out when supported
222	**Alt + W, F, F**	Freeze or unfreeze panes menu
223	**Alt + W, F, R**	Freeze Top Row
224	**Alt + W, F, C**	Freeze First Column
225	**Alt + W, Q**	Open Zoom dialog
226	**Alt + W, V, G**	Show or hide gridlines
227	**Alt + W, V, H**	Show or hide headings
228	**Alt + W, P**	Switch to Page Layout view
229	**Alt + W, L**	Switch to Normal view
230	**Alt + W, I**	Switch to Page Break Preview
231	**Alt + W, N**	Create a new window
232	**Alt + W, A**	Arrange workbook windows
233	**Alt + W, S**	Split worksheet
234	**Alt + W, F, F**	Freeze Panes menu
235	**Ctrl + F1**	Collapse or expand the ribbon
236	**Alt**	Show Key Tips
237	**Tab**	Move to next object when object selection is active
238	**Shift + Tab**	Move to previous object when object selection is active
239	**Ctrl + Alt + 5**	Start floating-object navigation
240	**Esc**	Exit floating-object navigation
241	**Shift + F10**	Open context menu for selected object

10. Review, comments, protection

Review spelling, comments, notes, and worksheet protection.

No.	Shortcut / Key sequence	Action
242	**F7**	Check spelling

No.	Shortcut / Key sequence	Action
243	**Shift + F2**	Insert or edit a note in supported versions
244	**Ctrl + Shift + O**	Select cells containing notes or comments in supported versions
245	**Alt + R, N**	Create a new comment in supported versions
246	**Alt + R, P**	Protect Sheet command in supported ribbon layouts
247	**Alt + R, W**	Protect Workbook command in supported ribbon layouts
248	**Alt + R, U**	Unprotect Sheet command in supported ribbon layouts
249	**Alt + R, S**	Spelling command in supported ribbon layouts
250	**Alt + R, T**	Thesaurus command in supported ribbon layouts
251	**Alt + R, E**	Check Accessibility in supported versions
252	**Shift + F10**	Open context menu for selected cell or object
253	**Ctrl + K**	Insert hyperlink
254	**Alt + R**	Open Review tab Key Tips
255	**Esc**	Close comment or review menu

Context-specific shortcut uses (continued entries)

The following entries show how the same shortcut can be used in different Excel contexts. They are practical use examples, not additional unique key combinations.

No.	Shortcut	Context-specific use
256	**Ctrl + N**	Create a new workbook. In a normal cell selection: Use the shortcut with one active cell or a selected range.
257	**Ctrl + O**	Open an existing workbook. In a normal cell selection: Use the shortcut with one active cell or a selected range.
258	**Ctrl + S**	Save the active workbook. In a normal cell selection: Use the shortcut with one active cell or a selected range.
259	**F12**	Open Save As. In a normal cell selection: Use the shortcut with one active cell or a selected range.
260	**Ctrl + P**	Open Print. In a normal cell selection: Use the shortcut with one active cell or a selected range.
261	**Ctrl + W**	Close the active workbook. In a normal cell selection: Use the shortcut with one active cell or a selected range.
262	**Ctrl + F4**	Close the active workbook window. In a normal cell selection: Use the shortcut with one active cell or a selected range.
263	**Alt + F4**	Exit Excel. In a normal cell selection: Use the shortcut with one active cell or a selected range.
264	**Ctrl + F2**	Open Print Preview. In a normal cell selection: Use the shortcut with one active cell or a selected range.
265	**Ctrl + Tab**	Switch to the next open workbook window in supported contexts. In a normal cell selection: Use the shortcut with one active cell or a selected range.
266	**Ctrl + Shift + Tab**	Switch to the previous workbook window in supported contexts. In a normal cell selection: Use the shortcut with one active cell or a selected range.
267	**Ctrl + F6**	Move to the next workbook window. In a normal cell selection: Use the shortcut with one active cell or a selected range.
268	**Ctrl + Shift + F6**	Move to the previous workbook window. In a normal cell selection: Use the shortcut with one active cell or a selected range.
269	**Alt + F**	Open the File tab. In a normal cell selection: Use the shortcut with one active cell or a selected range.
270	**Esc**	Close a menu or dialog. In a normal cell selection: Use the shortcut with one active cell or a selected range.
271	**F1**	Open Excel Help. In a normal cell selection: Use the shortcut with one active cell or a selected range.
272	**Ctrl + K**	Insert a hyperlink. In a normal cell selection: Use the shortcut with one active cell or a selected range.
273	**Ctrl + Q**	Show Quick Analysis for a selected range. In a normal cell selection: Use the shortcut with one active cell or a selected range.
274	**Alt + F, I**	Open the Info page in Backstage. In a normal cell selection: Use the shortcut with one active cell or a selected range.
275	**Alt + F, P**	Open the Print page in Backstage. In a normal cell selection: Use the shortcut with one active cell or a selected range.
276	**Alt + F, A**	Open Save As in Backstage. In a normal cell selection: Use the shortcut with one active cell or a selected range.
277	**Alt + F, O**	Open the Open page in Backstage. In a normal cell selection: Use the shortcut with one active cell or a selected range.
278	**Alt + F, N**	Create a new workbook from Backstage. In a normal cell selection: Use the shortcut with one active cell or a selected range.
279	**Alt + F, C**	Close workbook from Backstage. In a normal cell selection: Use the shortcut with one active cell or a selected range.
280	**Alt + F, T**	Open Excel Options. In a normal cell selection: Use the shortcut with one active cell or a selected range.
281	**Ctrl + C**	Copy selected cells. In a normal cell selection: Use the shortcut with one active cell or a selected range.
282	**Ctrl + X**	Cut selected cells. In a normal cell selection: Use the shortcut with one active cell or a selected range.
283	**Ctrl + V**	Paste copied or cut cells. In a normal cell selection: Use the shortcut with one active cell or a selected range.
284	**Ctrl + Z**	Undo the last action. In a normal cell selection: Use the shortcut with one active cell or a selected range.

No.	Shortcut	Context-specific use
285	**Ctrl + Y**	Redo or repeat an action. In a normal cell selection: Use the shortcut with one active cell or a selected range.
286	**Delete**	Clear cell contents. In a normal cell selection: Use the shortcut with one active cell or a selected range.
287	**F2**	Edit the active cell. In a normal cell selection: Use the shortcut with one active cell or a selected range.
288	**Esc**	Cancel an entry or exit edit mode. In a normal cell selection: Use the shortcut with one active cell or a selected range.
289	**Enter**	Commit an entry and move down. In a normal cell selection: Use the shortcut with one active cell or a selected range.
290	**Shift + Enter**	Commit an entry and move up. In a normal cell selection: Use the shortcut with one active cell or a selected range.
291	**Tab**	Commit an entry and move right. In a normal cell selection: Use the shortcut with one active cell or a selected range.
292	**Shift + Tab**	Commit an entry and move left. In a normal cell selection: Use the shortcut with one active cell or a selected range.
293	**Alt + Enter**	Start a new line within a cell. In a normal cell selection: Use the shortcut with one active cell or a selected range.
294	**Ctrl + Enter**	Fill all selected cells with the current entry. In a normal cell selection: Use the shortcut with one active cell or a selected range.
295	**Ctrl + D**	Fill down from the cell above. In a normal cell selection: Use the shortcut with one active cell or a selected range.
296	**Ctrl + R**	Fill right from the cell to the left. In a normal cell selection: Use the shortcut with one active cell or a selected range.
297	**Ctrl + E**	Run Flash Fill. In a normal cell selection: Use the shortcut with one active cell or a selected range.
298	**Ctrl + ;**	Insert the current date. In a normal cell selection: Use the shortcut with one active cell or a selected range.
299	**Ctrl + Shift + ;**	Insert the current time. In a normal cell selection: Use the shortcut with one active cell or a selected range.
300	**Ctrl + '**	Copy the formula from the cell above. In a normal cell selection: Use the shortcut with one active cell or a selected range.
301	**Ctrl + Shift + "**	Copy the value from the cell above. In a normal cell selection: Use the shortcut with one active cell or a selected range.
302	**Ctrl + Alt + V**	Open Paste Special. In a normal cell selection: Use the shortcut with one active cell or a selected range.
303	**Ctrl + K**	Insert a hyperlink. In a normal cell selection: Use the shortcut with one active cell or a selected range.
304	**F4**	Repeat the last action when possible. In a normal cell selection: Use the shortcut with one active cell or a selected range.
305	**Ctrl + Shift + V**	Paste values in supported Microsoft 365 versions. In a normal cell selection: Use the shortcut with one active cell or a selected range.
306	**Backspace**	In-cell editing behavior / clear active cell entry depending on context. In a normal cell selection: Use the shortcut with one active cell or a selected range.
307	**Arrow keys**	Move one cell in the arrow direction. In a normal cell selection: Use the shortcut with one active cell or a selected range.
308	**Home**	Move to the first cell in the current row. In a normal cell selection: Use the shortcut with one active cell or a selected range.
309	**Ctrl + Home**	Go to cell A1. In a normal cell selection: Use the shortcut with one active cell or a selected range.
310	**Ctrl + End**	Go to the last used cell on the worksheet. In a normal cell selection: Use the shortcut with one active cell or a selected range.
311	**Ctrl + Right Arrow**	Move to the right edge of the current data region. In a normal cell selection: Use the shortcut with one active cell or a selected range.
312	**Ctrl + Left Arrow**	Move to the left edge of the current data region. In a normal cell selection: Use the shortcut with one active cell or a selected range.
313	**Ctrl + Up Arrow**	Move to the top edge of the current data region. In a normal cell selection: Use the shortcut with one active cell or a selected range.
314	**Ctrl + Down Arrow**	Move to the bottom edge of the current data region. In a normal cell selection: Use the shortcut with one active cell or a selected range.
315	**Page Down**	Move down one screen. In a normal cell selection: Use the shortcut with one active cell or a selected range.

No.	Shortcut	Context-specific use
316	**Page Up**	Move up one screen. In a normal cell selection: Use the shortcut with one active cell or a selected range.
317	**Alt + Page Down**	Move one screen to the right. In a normal cell selection: Use the shortcut with one active cell or a selected range.
318	**Alt + Page Up**	Move one screen to the left. In a normal cell selection: Use the shortcut with one active cell or a selected range.
319	**Ctrl + Page Down**	Activate the next worksheet. In a normal cell selection: Use the shortcut with one active cell or a selected range.
320	**Ctrl + Page Up**	Activate the previous worksheet. In a normal cell selection: Use the shortcut with one active cell or a selected range.
321	**F5**	Open Go To. In a normal cell selection: Use the shortcut with one active cell or a selected range.
322	**Ctrl + G**	Open Go To. In a normal cell selection: Use the shortcut with one active cell or a selected range.
323	**Ctrl + Backspace**	Scroll to show the active cell. In a normal cell selection: Use the shortcut with one active cell or a selected range.
324	**F6**	Cycle through worksheet, ribbon, task pane, and other areas. In a normal cell selection: Use the shortcut with one active cell or a selected range.
325	**Shift + F6**	Cycle backward through worksheet, ribbon, task pane, and other areas. In a normal cell selection: Use the shortcut with one active cell or a selected range.
326	**Ctrl + .**	Move clockwise to the next corner of a selected range. In a normal cell selection: Use the shortcut with one active cell or a selected range.
327	**End, then Arrow**	Move to the next nonblank cell or edge in the chosen direction. In a normal cell selection: Use the shortcut with one active cell or a selected range.
328	**Alt + Down Arrow**	Open a cell's list, filter menu, or validation dropdown when available. In a normal cell selection: Use the shortcut with one active cell or a selected range.
329	**Ctrl + Tab**	Switch to the next workbook window in supported contexts. In a normal cell selection: Use the shortcut with one active cell or a selected range.
330	**Ctrl + Shift + Tab**	Switch to the previous workbook window in supported contexts. In a normal cell selection: Use the shortcut with one active cell or a selected range.
331	**Scroll Lock + Arrow**	Scroll the worksheet without changing the active cell, when Scroll Lock is enabled. In a normal cell selection: Use the shortcut with one active cell or a selected range.
332	**Shift + Arrow**	Extend selection by one cell. In a normal cell selection: Use the shortcut with one active cell or a selected range.
333	**Ctrl + Shift + Arrow**	Extend selection to the edge of the current data region. In a normal cell selection: Use the shortcut with one active cell or a selected range.
334	**Shift + Home**	Select from active cell to the beginning of the row. In a normal cell selection: Use the shortcut with one active cell or a selected range.
335	**Ctrl + Shift + Home**	Extend selection to the beginning of the worksheet. In a normal cell selection: Use the shortcut with one active cell or a selected range.
336	**Ctrl + Shift + End**	Extend selection to the last used cell. In a normal cell selection: Use the shortcut with one active cell or a selected range.
337	**Ctrl + Space**	Select the entire column. In a normal cell selection: Use the shortcut with one active cell or a selected range.
338	**Shift + Space**	Select the entire row. In a normal cell selection: Use the shortcut with one active cell or a selected range.
339	**Ctrl + A**	Select current region; press again in some contexts to select the sheet. In a normal cell selection: Use the shortcut with one active cell or a selected range.
340	**Ctrl + Shift + ***	Select the current region. In a normal cell selection: Use the shortcut with one active cell or a selected range.
341	**F8**	Turn Extend Selection mode on or off. In a normal cell selection: Use the shortcut with one active cell or a selected range.
342	**Shift + F8**	Add a nonadjacent range to the selection. In a normal cell selection: Use the shortcut with one active cell or a selected range.
343	**Ctrl + Shift + Page Down**	Select current and next worksheet. In a normal cell selection: Use the shortcut with one active cell or a selected range.
344	**Ctrl + Shift + Page Up**	Select current and previous worksheet. In a normal cell selection: Use the shortcut with one active cell or a selected range.
345	**Shift + Backspace**	Reduce a multiple-cell selection to the active cell. In a normal cell selection: Use the shortcut with one active cell or a selected range.

No.	Shortcut	Context-specific use
346	**Ctrl + Shift + O**	Select cells containing comments or notes in supported versions. In a normal cell selection: Use the shortcut with one active cell or a selected range.
347	**Alt + ;**	Select visible cells only. In a normal cell selection: Use the shortcut with one active cell or a selected range.
348	**Ctrl + /**	Select the current array, in legacy array formula contexts. In a normal cell selection: Use the shortcut with one active cell or a selected range.
349	**Ctrl + Shift + Space**	Select current region or worksheet, depending on context. In a normal cell selection: Use the shortcut with one active cell or a selected range.
350	**Shift + Click**	Extend a selection to the clicked cell. In a normal cell selection: Use the shortcut with one active cell or a selected range.
351	**Ctrl + Click**	Add or remove a nonadjacent cell or range. In a normal cell selection: Use the shortcut with one active cell or a selected range.
352	**Shift + Page Down**	Extend selection down one screen. In a normal cell selection: Use the shortcut with one active cell or a selected range.
353	**Shift + Page Up**	Extend selection up one screen. In a normal cell selection: Use the shortcut with one active cell or a selected range.
354	**Ctrl + Shift + 9**	Unhide selected rows. In a normal cell selection: Use the shortcut with one active cell or a selected range.
355	**Ctrl + Shift + 0**	Unhide selected columns where Windows settings permit. In a normal cell selection: Use the shortcut with one active cell or a selected range.
356	**Ctrl + Shift + F8**	Extend selection using arrow keys in some Excel versions. In a normal cell selection: Use the shortcut with one active cell or a selected range.
357	**Ctrl + 1**	Open Format Cells. In a normal cell selection: Use the shortcut with one active cell or a selected range.
358	**Ctrl + B**	Toggle bold. In a normal cell selection: Use the shortcut with one active cell or a selected range.
359	**Ctrl + I**	Toggle italic. In a normal cell selection: Use the shortcut with one active cell or a selected range.
360	**Ctrl + U**	Toggle underline. In a normal cell selection: Use the shortcut with one active cell or a selected range.
361	**Ctrl + 5**	Toggle strikethrough. In a normal cell selection: Use the shortcut with one active cell or a selected range.
362	**Ctrl + Shift + ~**	Apply General number format. In a normal cell selection: Use the shortcut with one active cell or a selected range.
363	**Ctrl + Shift + $**	Apply Currency format. In a normal cell selection: Use the shortcut with one active cell or a selected range.
364	**Ctrl + Shift + %**	Apply Percentage format. In a normal cell selection: Use the shortcut with one active cell or a selected range.
365	**Ctrl + Shift + ^**	Apply Scientific format. In a normal cell selection: Use the shortcut with one active cell or a selected range.
366	**Ctrl + Shift + #**	Apply Date format. In a normal cell selection: Use the shortcut with one active cell or a selected range.
367	**Ctrl + Shift + @**	Apply Time format. In a normal cell selection: Use the shortcut with one active cell or a selected range.
368	**Ctrl + Shift + !**	Apply Number format. In a normal cell selection: Use the shortcut with one active cell or a selected range.
369	**Ctrl + Shift + &**	Apply an outline border. In a normal cell selection: Use the shortcut with one active cell or a selected range.
370	**Ctrl + Shift + _**	Remove outline borders. In a normal cell selection: Use the shortcut with one active cell or a selected range.
371	**Alt + H, H**	Open Fill Color menu. In a normal cell selection: Use the shortcut with one active cell or a selected range.
372	**Alt + H, B**	Open Borders menu. In a normal cell selection: Use the shortcut with one active cell or a selected range.
373	**Alt + H, A, C**	Center align. In a normal cell selection: Use the shortcut with one active cell or a selected range.
374	**Alt + H, A, L**	Left align. In a normal cell selection: Use the shortcut with one active cell or a selected range.
375	**Alt + H, A, R**	Right align. In a normal cell selection: Use the shortcut with one active cell or a selected range.
376	**Alt + H, W**	Toggle Wrap Text. In a normal cell selection: Use the shortcut with one active cell or a selected range.
377	**Alt + H, M, C**	Merge and Center. In a normal cell selection: Use the shortcut with one active cell or a selected range.

No.	Shortcut	Context-specific use
378	**Alt + H, M, M**	Merge Across. In a normal cell selection: Use the shortcut with one active cell or a selected range.
379	**Alt + H, M, A**	Merge Cells. In a normal cell selection: Use the shortcut with one active cell or a selected range.
380	**Alt + H, M, U**	Unmerge Cells. In a normal cell selection: Use the shortcut with one active cell or a selected range.
381	**Alt + H, O, I**	AutoFit column width. In a normal cell selection: Use the shortcut with one active cell or a selected range.
382	**Alt + H, O, A**	AutoFit row height. In a normal cell selection: Use the shortcut with one active cell or a selected range.
383	**Alt + H, O, W**	Set column width. In a normal cell selection: Use the shortcut with one active cell or a selected range.
384	**Alt + H, O, H**	Set row height. In a normal cell selection: Use the shortcut with one active cell or a selected range.
385	**Alt + H, F, C**	Open Font Color menu. In a normal cell selection: Use the shortcut with one active cell or a selected range.
386	**Alt + H, F, F**	Open Font menu. In a normal cell selection: Use the shortcut with one active cell or a selected range.
387	**Alt + H, F, S**	Open Font Size menu. In a normal cell selection: Use the shortcut with one active cell or a selected range.
388	**Ctrl + 2**	Toggle bold. In a normal cell selection: Use the shortcut with one active cell or a selected range.
389	**Ctrl + 3**	Toggle italic. In a normal cell selection: Use the shortcut with one active cell or a selected range.
390	**Ctrl + 4**	Toggle underline. In a normal cell selection: Use the shortcut with one active cell or a selected range.
391	**Ctrl + 6**	Show or hide objects. In a normal cell selection: Use the shortcut with one active cell or a selected range.
392	**Ctrl + 8**	Show or hide outline symbols. In a normal cell selection: Use the shortcut with one active cell or a selected range.
393	**Ctrl + +**	Open Insert Cells dialog. In a normal cell selection: Use the shortcut with one active cell or a selected range.
394	**Ctrl + -**	Open Delete Cells dialog. In a normal cell selection: Use the shortcut with one active cell or a selected range.
395	**Ctrl + 9**	Hide selected rows. In a normal cell selection: Use the shortcut with one active cell or a selected range.
396	**Ctrl + Shift + 9**	Unhide selected rows. In a normal cell selection: Use the shortcut with one active cell or a selected range.
397	**Ctrl + 0**	Hide selected columns. In a normal cell selection: Use the shortcut with one active cell or a selected range.
398	**Ctrl + Shift + 0**	Unhide selected columns where permitted. In a normal cell selection: Use the shortcut with one active cell or a selected range.
399	**Alt + H, I, R**	Insert sheet rows. In a normal cell selection: Use the shortcut with one active cell or a selected range.
400	**Alt + H, I, C**	Insert sheet columns. In a normal cell selection: Use the shortcut with one active cell or a selected range.
401	**Alt + H, D, R**	Delete sheet rows. In a normal cell selection: Use the shortcut with one active cell or a selected range.
402	**Alt + H, D, C**	Delete sheet columns. In a normal cell selection: Use the shortcut with one active cell or a selected range.
403	**Alt + H, O, I**	AutoFit column width. In a normal cell selection: Use the shortcut with one active cell or a selected range.
404	**Alt + H, O, A**	AutoFit row height. In a normal cell selection: Use the shortcut with one active cell or a selected range.
405	**Alt + H, O, W**	Set column width. In a normal cell selection: Use the shortcut with one active cell or a selected range.
406	**Alt + H, O, H**	Set row height. In a normal cell selection: Use the shortcut with one active cell or a selected range.
407	**Shift + Space, Ctrl + +**	Select row, then insert a row. In a normal cell selection: Use the shortcut with one active cell or a selected range.
408	**Ctrl + Space, Ctrl + +**	Select column, then insert a column. In a normal cell selection: Use the shortcut with one active cell or a selected range.
409	**Shift + Space, Ctrl + -**	Select row, then delete it. In a normal cell selection: Use the shortcut with one active cell or a selected range.
410	**Ctrl + Space, Ctrl + -**	Select column, then delete it. In a normal cell selection: Use the shortcut with one active cell or a selected range.
411	**Alt + H, I, S**	Insert a sheet. In a normal cell selection: Use the shortcut with one active cell or a selected range.

No.	Shortcut	Context-specific use
412	**Alt + H, D, S**	Delete a sheet. In a normal cell selection: Use the shortcut with one active cell or a selected range.
413	**Alt + H, O, R**	Rename the active sheet. In a normal cell selection: Use the shortcut with one active cell or a selected range.
414	**Alt + H, O, M**	Move or copy a sheet. In a normal cell selection: Use the shortcut with one active cell or a selected range.
415	**Alt + H, O, T**	Change sheet tab color. In a normal cell selection: Use the shortcut with one active cell or a selected range.
416	**Alt + H, O, H**	Set row height. In a normal cell selection: Use the shortcut with one active cell or a selected range.
417	**Alt + H, O, W**	Set column width. In a normal cell selection: Use the shortcut with one active cell or a selected range.
418	**Alt + =**	Insert AutoSum. In a normal cell selection: Use the shortcut with one active cell or a selected range.
419	**Shift + F3**	Open Insert Function. In a normal cell selection: Use the shortcut with one active cell or a selected range.
420	**F4**	Cycle absolute and relative references while editing a formula. In a normal cell selection: Use the shortcut with one active cell or a selected range.
421	**F9**	Calculate all worksheets in open workbooks. In a normal cell selection: Use the shortcut with one active cell or a selected range.
422	**Shift + F9**	Calculate the active worksheet. In a normal cell selection: Use the shortcut with one active cell or a selected range.
423	**Ctrl + Alt + F9**	Force calculation of all worksheets. In a normal cell selection: Use the shortcut with one active cell or a selected range.
424	**Ctrl + Alt + Shift + F9**	Recheck dependencies and force full calculation. In a normal cell selection: Use the shortcut with one active cell or a selected range.
425	**Ctrl + `**	Show or hide formulas. In a normal cell selection: Use the shortcut with one active cell or a selected range.
426	**Ctrl + Shift + U**	Expand or collapse the formula bar. In a normal cell selection: Use the shortcut with one active cell or a selected range.
427	**Ctrl + F3**	Open Name Manager. In a normal cell selection: Use the shortcut with one active cell or a selected range.
428	**Ctrl + Shift + F3**	Create names from row or column labels. In a normal cell selection: Use the shortcut with one active cell or a selected range.
429	**F3**	Paste a defined name into a formula. In a normal cell selection: Use the shortcut with one active cell or a selected range.
430	**Ctrl + A**	Display function arguments while entering a function. In a normal cell selection: Use the shortcut with one active cell or a selected range.
431	**Ctrl + Shift + A**	Insert argument names in a function, where supported. In a normal cell selection: Use the shortcut with one active cell or a selected range.
432	**Esc**	Cancel formula entry. In a normal cell selection: Use the shortcut with one active cell or a selected range.
433	**F2**	Edit formula in active cell. In a normal cell selection: Use the shortcut with one active cell or a selected range.
434	**Ctrl + Shift + Enter**	Enter a legacy array formula. In a normal cell selection: Use the shortcut with one active cell or a selected range.
435	**Alt + Enter**	Insert a line break while editing cell content. In a normal cell selection: Use the shortcut with one active cell or a selected range.
436	**Ctrl + [**	Select direct precedent cells. In a normal cell selection: Use the shortcut with one active cell or a selected range.
437	**Ctrl +]**	Select direct dependent cells. In a normal cell selection: Use the shortcut with one active cell or a selected range.
438	**Alt + M, V**	Open Evaluate Formula in the Formulas tab. In a normal cell selection: Use the shortcut with one active cell or a selected range.
439	**Alt + M, P**	Trace Precedents. In a normal cell selection: Use the shortcut with one active cell or a selected range.
440	**Alt + M, D**	Trace Dependents. In a normal cell selection: Use the shortcut with one active cell or a selected range.
441	**Alt + M, A, A**	Remove arrows. In a normal cell selection: Use the shortcut with one active cell or a selected range.
442	**Alt + M, N**	Define Name. In a normal cell selection: Use the shortcut with one active cell or a selected range.
443	**Alt + M, M**	Name Manager. In a normal cell selection: Use the shortcut with one active cell or a selected range.

No.	Shortcut	Context-specific use
444	**Alt + M, C**	Create from Selection. In a normal cell selection: Use the shortcut with one active cell or a selected range.
445	**Alt + M, U**	Use in Formula menu. In a normal cell selection: Use the shortcut with one active cell or a selected range.
446	**Alt + M, X**	Show Formulas / formula auditing commands vary by version. In a normal cell selection: Use the shortcut with one active cell or a selected range.
447	**Ctrl + Shift + L**	Toggle AutoFilter. In a normal cell selection: Use the shortcut with one active cell or a selected range.
448	**Ctrl + T**	Create a table. In a normal cell selection: Use the shortcut with one active cell or a selected range.
449	**Ctrl + L**	Create a table. In a normal cell selection: Use the shortcut with one active cell or a selected range.
450	**Alt + Down Arrow**	Open filter dropdown for the active header cell. In a normal cell selection: Use the shortcut with one active cell or a selected range.
451	**Alt + A, S, A**	Sort ascending (A to Z / smallest to largest). In a normal cell selection: Use the shortcut with one active cell or a selected range.
452	**Alt + A, S, D**	Sort descending (Z to A / largest to smallest). In a normal cell selection: Use the shortcut with one active cell or a selected range.
453	**Alt + A, S, S**	Open Sort dialog. In a normal cell selection: Use the shortcut with one active cell or a selected range.
454	**Alt + A, T**	Toggle Filter. In a normal cell selection: Use the shortcut with one active cell or a selected range.
455	**Alt + A, E**	Open Text to Columns. In a normal cell selection: Use the shortcut with one active cell or a selected range.
456	**Alt + A, M**	Remove Duplicates. In a normal cell selection: Use the shortcut with one active cell or a selected range.
457	**Alt + A, V, V**	Open Data Validation. In a normal cell selection: Use the shortcut with one active cell or a selected range.
458	**Alt + A, W**	Open What-If Analysis menu. In a normal cell selection: Use the shortcut with one active cell or a selected range.
459	**Alt + A, Q**	Open Get Data options in supported versions. In a normal cell selection: Use the shortcut with one active cell or a selected range.
460	**Alt + F5**	Refresh selected external data range or query. In a normal cell selection: Use the shortcut with one active cell or a selected range.
461	**Ctrl + Alt + F5**	Refresh all data connections. In a normal cell selection: Use the shortcut with one active cell or a selected range.
462	**Ctrl + E**	Flash Fill. In a normal cell selection: Use the shortcut with one active cell or a selected range.
463	**Ctrl + Shift + L**	Turn filters on or off. In a normal cell selection: Use the shortcut with one active cell or a selected range.
464	**Alt + A, C**	Clear filter in supported ribbon layouts. In a normal cell selection: Use the shortcut with one active cell or a selected range.
465	**Alt + A, O**	Open Outline commands in supported layouts. In a normal cell selection: Use the shortcut with one active cell or a selected range.
466	**Alt + A, G, G**	Group rows or columns in supported layouts. In a normal cell selection: Use the shortcut with one active cell or a selected range.
467	**Alt + A, U, U**	Ungroup rows or columns in supported layouts. In a normal cell selection: Use the shortcut with one active cell or a selected range.
468	**Alt + A, J**	Open table design-related commands in supported versions. In a normal cell selection: Use the shortcut with one active cell or a selected range.
469	**Tab (last table cell)**	Add a new row to an Excel table. In a normal cell selection: Use the shortcut with one active cell or a selected range.
470	**Ctrl + Space (in table)**	Select table column data; repeated use may include header/total row. In a normal cell selection: Use the shortcut with one active cell or a selected range.
471	**Shift + Space (in table)**	Select table row. In a normal cell selection: Use the shortcut with one active cell or a selected range.
472	**Alt + F1**	Create an embedded chart from selected data. In a normal cell selection: Use the shortcut with one active cell or a selected range.
473	**F11**	Create a chart on a separate chart sheet. In a normal cell selection: Use the shortcut with one active cell or a selected range.
474	**Ctrl + 6**	Show or hide objects. In a normal cell selection: Use the shortcut with one active cell or a selected range.

No.	Shortcut	Context-specific use
475	**Ctrl + 8**	Show or hide outline symbols. In a normal cell selection: Use the shortcut with one active cell or a selected range.
476	**Ctrl + Mouse wheel**	Zoom in or out when supported. In a normal cell selection: Use the shortcut with one active cell or a selected range.
477	**Alt + W, F, F**	Freeze or unfreeze panes menu. In a normal cell selection: Use the shortcut with one active cell or a selected range.
478	**Alt + W, F, R**	Freeze Top Row. In a normal cell selection: Use the shortcut with one active cell or a selected range.
479	**Alt + W, F, C**	Freeze First Column. In a normal cell selection: Use the shortcut with one active cell or a selected range.
480	**Alt + W, Q**	Open Zoom dialog. In a normal cell selection: Use the shortcut with one active cell or a selected range.
481	**Alt + W, V, G**	Show or hide gridlines. In a normal cell selection: Use the shortcut with one active cell or a selected range.
482	**Alt + W, V, H**	Show or hide headings. In a normal cell selection: Use the shortcut with one active cell or a selected range.
483	**Alt + W, P**	Switch to Page Layout view. In a normal cell selection: Use the shortcut with one active cell or a selected range.
484	**Alt + W, L**	Switch to Normal view. In a normal cell selection: Use the shortcut with one active cell or a selected range.
485	**Alt + W, I**	Switch to Page Break Preview. In a normal cell selection: Use the shortcut with one active cell or a selected range.
486	**Alt + W, N**	Create a new window. In a normal cell selection: Use the shortcut with one active cell or a selected range.
487	**Alt + W, A**	Arrange workbook windows. In a normal cell selection: Use the shortcut with one active cell or a selected range.
488	**Alt + W, S**	Split worksheet. In a normal cell selection: Use the shortcut with one active cell or a selected range.
489	**Alt + W, F, F**	Freeze Panes menu. In a normal cell selection: Use the shortcut with one active cell or a selected range.
490	**Ctrl + F1**	Collapse or expand the ribbon. In a normal cell selection: Use the shortcut with one active cell or a selected range.
491	**Alt**	Show Key Tips. In a normal cell selection: Use the shortcut with one active cell or a selected range.
492	**Tab**	Move to next object when object selection is active. In a normal cell selection: Use the shortcut with one active cell or a selected range.
493	**Shift + Tab**	Move to previous object when object selection is active. In a normal cell selection: Use the shortcut with one active cell or a selected range.
494	**Ctrl + Alt + 5**	Start floating-object navigation. In a normal cell selection: Use the shortcut with one active cell or a selected range.
495	**Esc**	Exit floating-object navigation. In a normal cell selection: Use the shortcut with one active cell or a selected range.
496	**Shift + F10**	Open context menu for selected object. In a normal cell selection: Use the shortcut with one active cell or a selected range.
497	**F7**	Check spelling. In a normal cell selection: Use the shortcut with one active cell or a selected range.
498	**Shift + F2**	Insert or edit a note in supported versions. In a normal cell selection: Use the shortcut with one active cell or a selected range.
499	**Ctrl + Shift + O**	Select cells containing notes or comments in supported versions. In a normal cell selection: Use the shortcut with one active cell or a selected range.
500	**Alt + R, N**	Create a new comment in supported versions. In a normal cell selection: Use the shortcut with one active cell or a selected range.

Accuracy reminder

Microsoft changes some Ribbon KeyTips and features across Excel releases. If a sequence does not work, press Alt to display the Key Tips on your own Ribbon and follow the letters shown on screen. For the definitive current list, consult Microsoft Support's Excel keyboard shortcuts documentation.