

# Excel 2016 Keyboard Shortcuts Cheatsheet

## Frequently Used Shortcuts

Close a spreadsheet	Ctrl+W
Open a spreadsheet	Ctrl+O
Go to the Home tab	Alt+H
Save a spreadsheet	Ctrl+S
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Remove cell contents	Delete key
Choose a fill color	Alt+H, H
Cut	Ctrl+X
Go to Insert tab	Alt+N
Bold	Ctrl+B
Center align cell contents	Alt+H, A, then C
Go to Page Layout tab	Alt+P
Go to Data tab	Alt+A
Go to View tab	Alt+W
Format a cell from context menu	Shift+F10
Add borders	Alt+H, B
Delete column	Alt+H,D, then C
Go to Formula tab	Alt+M

## Navigate in Cells

Move to the previous cell in a worksheet or the previous option in a dialog box.	Shift+Tab
Move one cell up in a worksheet.	Up Arrow key
Move one cell down in a worksheet.	Down Arrow key
Move one cell left in a worksheet.	Left Arrow key
Move one cell right in a worksheet.	Right Arrow key
Move to the edge of the current data region in a worksheet.	Ctrl+arrow key
Enter End mode, move to the next nonblank cell in the same column or row as the active cell, and turn off End mode. If the cells are blank, move to the last cell in the row or column.	End, arrow key
Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.	Ctrl+End
Extend the selection of cells to the last used cell on the worksheet (lower-right corner).	Ctrl+Shift+End

## Navigate in Cells contd...

Move to the cell in the upper-left corner of the window when Scroll Lock is turned on.

Home+Scroll Lock

Move to the beginning of a row in a worksheet.  
Home Move to the beginning of a worksheet.

Ctrl+Home

Move one screen down in a worksheet.

Page Down

Move to the next sheet in a workbook.

Ctrl+Page Down

Move one screen to the right in a worksheet.

Alt+Page Down

Move one screen up in a worksheet.

Page Up

Move one screen to the left in a worksheet.

Alt+Page Up

Move to the previous sheet in a workbook.

Ctrl+Page Up

Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.

Tab

## Make Selections & Perform Actions

Select the entire worksheet.

Ctrl+A or  
Ctrl+Shift+Spacebar

Select the current and next sheet in a workbook.

Ctrl+Shift+Page  
Down

Select the current and previous sheet in a workbook.

Ctrl+Shift+Page Up

Extend the selection of cells by one cell.

Shift+arrow key

Extend the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, to the next nonblank cell.

Ctrl+Shift+arrow key

Turn extend mode on and use the arrow keys to extend a selection. Press again to turn off.

Turn extend mode on and use the arrow keys to extend a selection. Press again to turn off. F8

Add a non-adjacent cell or range to a selection of cells by using the arrow keys.

Shift+F8

Start a new line in the same cell.

Alt+Enter

Fill the selected cell range with the current entry.

Ctrl+Enter

Complete a cell entry and select the cell above.

Shift+Enter

Select an entire column in a worksheet.

Ctrl+Spacebar

Select an entire row in a worksheet.

Shift+Spacebar

## Make Selections & Perform Actions

Extend the selection of cells to the beginning of the worksheet.	Ctrl+Shift+Home
Select the current region if the worksheet contains data. Press a second time to select the current region and its summary rows. Press a third time to select the entire worksheet.	Ctrl+A or Ctrl+Shift+Spacebar
Select the current region around the active cell or select an entire PivotTable report.	Ctrl+Shift+asterisk (*)
Select the first command on the menu when a menu or submenu is visible.	Home
Repeat the last command or action, if possible.	Ctrl+Y
Undo the last action.	Ctrl+Z

## Format in Cells

Format a cell by using the Format Cells dialog box.	Ctrl+1
Format fonts in the Format Cells dialog box.	Ctrl+Shift+F or Ctrl+Shift+P
Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference.	F2
Add or edit a cell comment.	Shift+F2
Insert blank cells with the Insert dialog box.	Ctrl+Shift+Plus (+)
Display the Delete dialog box to delete selected cells.	Ctrl+Minus (-)
Enter the current time.	Ctrl+Shift+colon (:)
Enter the current date.	Ctrl+semi-colon (;)
Switch between displaying cell values or formulas in the worksheet.	Ctrl+grave accent (`)
Copy a formula from the cell above the active cell into the cell or the Formula Bar.	Ctrl+apostrophe (')
Move the selected cells.	Ctrl+X
Copy the selected cells.	Ctrl+C
Paste content at the insertion point, replacing any selection.	Ctrl+V

## Format in Cells contd...

Paste content by using the Paste Special dialog box.	Ctrl+Alt+V
Italicize text or remove italic formatting.	Ctrl+I or Ctrl+3
Bold text or remove bold formatting.	Ctrl+B or Ctrl+2
Underline text or remove underline.	Ctrl+U or Ctrl+4
Apply or remove strike-through formatting.	Ctrl+5
Switch between hiding objects, displaying objects, and displaying placeholders for objects.	Ctrl+6
Apply an outline border to the selected cells.	Ctrl+Shift+ampersand (&)
Remove the outline border from the selected cells.	Ctrl+Shift+underline ( _ )
Display or hide the outline symbols.	Ctrl+8
Hide the selected rows.	Ctrl+9
Hide the selected columns.	Ctrl+0
Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.	Ctrl+D
Use the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.	Ctrl+R

## Format in Cells contd...

Apply the General number format.	Ctrl+Shift+tilde (~)
Apply the Currency format with two decimal places (negative numbers in parentheses).	Ctrl+Shift+dollar sign (\$)
Apply the Percentage format with no decimal places.	Ctrl+Shift+percent (%)
Apply the Scientific number format with two decimal places.	Ctrl+Shift+caret (^)
Apply the Date format with the day, month, and year.	Ctrl+Shift+number sign (#)
Apply the Time format with the hour and minute, and AM or PM.	Ctrl+Shift+at sign (@)
Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	Ctrl+Shift+exclamation point (!)
Create or edit a hyperlink.	Ctrl+K
Check spelling in the active worksheet or selected range.	F7
Display the Quick Analysis options for selected cells that contain data.	Ctrl+Q
Display the Create Table dialog box.	Ctrl+L or Ctrl+T

## Work with Data, Functions & the Formula bar

Select an entire PivotTable report.	Ctrl+Shift+asterisk (*)
Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference.	F2
Expand or collapse the formula bar.	Ctrl+Shift+U
Cancel an entry in the cell or Formula Bar.	Esc
Complete an entry in the formula bar and select the cell below.	Enter
Move the cursor to the end of the text when in the formula bar.	Ctrl+End
Select all text in the formula bar from the cursor position to the end.	Ctrl+Shift+End
Calculate all worksheets in all open workbooks.	F9
Calculate the active worksheet.	Shift+F9
Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.	Ctrl+Alt+F9

## Work with Data, Functions & the Formula bar contd...

Check dependent formulas, and then calculate all cells in all open workbooks, including cells not marked as needing to be calculated.	Ctrl+Alt+Shift+F9
Display the menu or message for an Error Checking button.	Alt+Shift+F10
Display the Function Arguments dialog box when the insertion point is to the right of a function name in a formula.	Ctrl+A
Insert argument names and parentheses when the insertion point is to the right of a function name in a formula.	Ctrl+Shift+A
Invoke Flash Fill to automatically recognize patterns in adjacent columns and fill the current column	Ctrl+E
Cycle through all combinations of absolute and relative references in a formula if a cell reference or range is selected.	F4
Insert a function.	Shift+F3
Copy the value from the cell above the active cell into the cell or the formula bar.	Ctrl+Shift+straight quotation mark (")

## Work with Data, Functions & the Formula bar contd...

Create an embedded chart of the data in the current range.	Alt+F1
Create a chart of the data in the current range in a separate Chart sheet.	F11
Define a name to use in references.	Alt+M, M, D
Paste a name from the Paste Name dialog box (if names have been defined in the workbook).	F3
Move to the first field in the next record of a data form.	Enter
Create, run, edit, or delete a macro.	Alt+F8
Open the Microsoft Visual Basic For Applications Editor.	Alt+F11