

USEFUL EXCEL KEYBOARD SHORTCUTS

Action	Press
Select the entire column.	Ctrl + Spacebar
Select the entire row.	⇧ Shift + Spacebar
Select the entire worksheet. If the worksheet contains data, Ctrl + A selects the current region. Pressing Ctrl + A a second time selects the entire worksheet.	Ctrl + a
With multiple cells selected, select only the active cell.	⇧ Shift + Bksp
Selects the entire worksheet. If the worksheet contains data, Ctrl + ⇧ Shift + Spacebar selects the current region. Pressing Ctrl + ⇧ Shift + Spacebar a second time selects the entire worksheet. When an object is selected, Ctrl + ⇧ Shift + Spacebar selects all objects on a worksheet	Ctrl + ⇧ Shift + Spacebar
Alternate between hiding objects, displaying objects, and displaying placeholders for objects.	Ctrl + 6
Select the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable report, select the entire PivotTable report.	Ctrl + ⇧ Shift + *
Select the array containing the active cell.	Ctrl + /
Select all cells that contain comments.	Ctrl + ⇧ Shift + O
In a selected row, select the cells that don't match the formula or static value in the active cell.	Ctrl + \
In a selected column, select the cells that don't match the formula or static value in the active cell.	Ctrl + ⇧ Shift +
Select all cells directly referenced by formulas in the selection.	Ctrl + [
Select all cells directly or indirectly referenced by formulas in the selection.	Ctrl + ⇧ Shift + {
Select cells that contain formulas that directly reference the active cell.	Ctrl +]
Select cells that contain formulas that directly or indirectly reference the active cell.	Ctrl + ⇧ Shift + }
Select the visible cells in the current selection.	Alt + ;
Move from top to bottom within the selected range.	Enter ↵
Move from bottom to top within the selected range.	⇧ Shift + Enter ↵
Move from left to right within the selected range. If cells in a single column are selected, move down.	Tab ⇨
Move from right to left within the selected range. If cells in a single column are selected, move up.	⇧ Shift + Tab ⇩
Move clockwise to the next corner of the selected range.	Ctrl + . (period)
In nonadjacent selections, switch to the next selection to the right.	Ctrl + Alt + ⇨
Switch to the next nonadjacent selection to the left.	Ctrl + Alt + ⇩
Complete a cell entry and select the cell below.	Enter ↵

Action	Press
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 previous cell above.	⇧ Shift + Enter ↵
Complete a cell entry and select the next cell to the right.	Tab ⇨
Complete a cell entry and select the previous cell to the left.	⇧ Shift + Tab ⇩
Cancel a cell entry.	Esc
Move one character up, down, left, or right.	Arrow keys
Move to the beginning of the line.	Home
Repeat the last action.	F4 or Ctrl + y
Create names from row and column labels.	Ctrl + ⇧ Shift + F3
Fill down.	Ctrl + d
Fill to the right.	Ctrl + r
Define a name.	Ctrl + F3
Insert a hyperlink	Ctrl + k
Enter the date.	Ctrl + ; (semicolon)
Enter the time.	Ctrl + ⇧ Shift + : (colon)
Display a drop-down list of the values in the current column of a range.	Alt + ↓
Undo the last action.	Ctrl + z