Ms-Excel Shortucuts www.upskilltechnologies.com Ph: +91-9985130004	
Description	**Shortcut**
Insert a new row or column	ctrl+shift++
Move one cell up, down, left, or right in a worksheet.	arrow left, arrow right, arrow up, arrow down
Moves to the edge of the current data region	ctrl + arrow keys
Extends the selection of cells by one cell.	shift + arrow keys
Extends 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, extends the selection to the next nonblank cell	ctrl+shift+arrow keys
Deletes one character to the left in the Formula Bar. Also clears the content of the active cell. In cell editing mode, it deletes the character to the left of the insertion point	backspace
Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments. In cell editing mode, it deletes the character to the right of the insertion point.	delete
Moves to the cell in the lower-right corner of the window when SCROLL LOCK is turned on.	end
Moves to the last cell on a worksheet, in the lowest used row of the rightmost used column.	ctrl+end
Extends the selection of cells to the last used cell on the worksheet (lower-right corner).	ctrl+shift+end in worksheet
Selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar.	ctrl+shift+end in formula bar
Completes a cell entry and selects the cell below	enter
Completes a cell entry and selects the cell above.	shift+enter
Completes a cell entry and stays in the same cell	ctrl+enter
Starts a new line in the same cell	alt+enter
Cancels an entry in the cell or Formula Bar. Closes an open menu or submenu, dialog box, or message window.	esc
Moves to the beginning of a row in a worksheet.	home
Moves to the beginning of a worksheet.	ctrl+home
Extends the selection of cells to the beginning of the worksheet	ctrl+shift+home
Moves one screen down in a worksheet.	page down
Moves one screen to the right in a worksheet.	alt+page down
Moves to the next sheet in a workbook.	ctrl+page down
Selects the current and next sheet in a workbook	ctrl+shift+page down
Moves one screen up in a worksheet.	page up
Moves one screen to the left in a worksheet.	alt+page up
Moves to the previous sheet in a workbook.	ctrl+page up
Selects the current and previous sheet in a workbook	ctrl+shift+page up
check box.	spacebar
Selects an entire column in a worksheet.	ctrl+spacebar

Selects an entire row in a worksheet.	shift+spacebar
Selects the entire worksheet.	ctrl+shift+spacebar
Moves one cell to the right in a worksheet.	tab
Moves to the previous cell in a worksheet or the previous option in a dialog box.	shift+tab
Switches to the next tab in dialog box	ctrl+tab
Switches to the previous tab in a dialog box.	ctrl+shift+tab
Open the Font dialog box.	ctrl+shift+f or ctrl+shift+p
Increase the font size of the selected text.	ctrl+shift+>
Decrease the font size of the selected text.	ctrl+shift+<
Switch the case of selected text (lower case, Title Case, UPPER CASE).	shift+f3
Apply bold formatting to the selected text.	ctrl+b
Apply an underline to the selected text (not available in Office Word 2007).	ctrl+u
Apply italic formatting to the selected text.	ctrl+i
Apply subscript formatting to the selected text.	ctrl+=
Apply superscript formatting to the selected text.	ctrl+shift++
Adjust the superscript/subscript offset up.	ctrl+alt+shift+>
Adjust the superscript/subscript offset down.	ctrl+alt+shift+<
Remove all character formatting from the selected text.	ctrl+spacebar
Copy formatting from the selected text.	ctrl+shift+c
Paste formatting to the selected text.	ctrl+shift+v
Center a paragraph.	ctrl+e
Justify a paragraph.	ctrl+j
Left align a paragraph.	ctrl+l
Right align a paragraph.	ctrl+r
Demote a bullet point.	tab or alt+shift+arrow right
Promote a bullet point.	shift+tab or alt+shift+arrow left
Function keys in Excel 2007/2010/2013	
Displays the Microsoft Office Excel Help task pane.	f1
Displays or hides the Ribbon	ctrl+f1
Creates a chart of the data in the current range.	alt+f1
Inserts a new worksheet.	alt+shift+f1
Edits the active cell	f2
Adds or edits a cell comment.	shift+f2
Displays the Print Preview window.	ctrl+f2
Displays the Paste Name dialog box.	f3
Displays the Insert Function dialog box.	shift+f3
Repeats the last command or action, if possible.	f4
Closes the selected workbook window.	ctrl+f4
Displays the Go To dialog box.	f5
Restores the window size of the selected workbook window.	ctrl+f5
Switches between the worksheet, Ribbon, task pane, and Zoom controls	f6

Switches between the worksheet, Zoom controls, task pane, and Ribbon.	shift+f6
Switches to the next workbook window	ctrl+f6
Displays the Spelling dialog box	f7
Performs the Move command on the workbook window when it is not maximized	ctrl+f7
Turns extend mode on or off.	f8
Enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys.	shift+f8
Performs the Size command	ctrl+f8
Displays the Macro dialog box to create, run, edit, or delete a macro.	alt+f8
Calculates all worksheets in all open workbooks.	f9
Calculates the active worksheet.	shift+f9
calculates all worksheets in all open workbooks	ctrl+alt+f9
Rechecks dependent formula	ctrl+alt+shift+f9
Minimizes a workbook window to an icon.	ctrl+f9
Turns key tips on or off.	f10
Displays the shortcut menu for a selected item.	shift+f10
Displays the menu or message for a smart tag	alt+shift+f10
Maximizes or restores the selected workbook window.	ctrl+f10
Creates a chart of the data in the current range.	f11
Inserts a new worksheet.	shift+f11
Opens the Microsoft Visual Basic Editor	alt+f11
Displays the Save As dialog box.	f12
Unhides any hidden rows within the selection.	ctrl+shift+(
Unhides any hidden columns within the selection.	ctrl+shift+)
Applies the outline border to the selected cells.	ctrl+shift+&
Removes the outline border from the selected cells.	ctrl+shift+_
Applies the General number format.	ctrl+shift+~
Applies the Currency format with two decimal places (negative numbers in parentheses).	ctrl+shift+$
Applies the Percentage format with no decimal places.	ctrl+shift+%
Applies the Exponential number format with two decimal places.	ctrl+shift+^
Applies the Date format with the day, month, and year.	ctrl+shift+#
Applies the Time format with the hour and minute, and AM or PM.	ctrl+shift+@
Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	ctrl+shift+!
Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.	ctrl+shift+*
Enters the current time.	ctrl+shift+:
Copies the value from the cell above the active cell into the cell or the Formula Bar.	ctrl+shift+"
Displays the Insert dialog box to insert blank cells.	ctrl+shift++
Displays the Delete dialog box to delete the selected cells.	ctrl+-

Enters the current date.	ctrl+;
Alternates between displaying cell values and displaying formulas in the worksheet.	ctrl+`
Copies a formula from the cell above the active cell into the cell or the Formula Bar.	ctrl+'
Displays the Format Cells dialog box.	ctrl+1
Applies or removes bold formatting.	ctrl+2
Applies or removes italic formatting.	ctrl+3
Applies or removes underlining.	ctrl+4
Applies or removes strikethrough.	ctrl+5
Alternates between hiding objects, displaying objects, and displaying placeholders for objects.	ctrl+6
Displays or hides the outline symbols.	ctrl+8
Hides the selected rows.	ctrl+9
Hides the selected columns.	ctrl+0
Selects the entire worksheet.	ctrl+a
Inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.	ctrl+shift+a
Applies or removes bold formatting.	ctrl+b
Copies the selected cells.	ctrl+c
Followed by another CTRL+C displays the Clipboard.	ctrl+c
Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.	ctrl+d
Displays the Find and Replace dialog box, with the Find tab selected.	ctrl+f
Opens the Format Cells dialog box with the Font tab selected.	ctrl+shift+f
Displays the Go To dialog box.	ctrl+g
Displays the Find and Replace dialog box, with the Replace tab selected.	ctrl+h
Applies or removes italic formatting.	ctrl+i
Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.	ctrl+k
Creates a new, blank workbook.	ctrl+n
Displays the Open dialog box to open or find a file.	ctrl+o
Selects all cells that contain comments.	ctrl+shift+o
Displays the Print dialog box.	ctrl+p
Opens the Format Cells dialog box with the Font tab selected.	ctrl+shift+p
Uses 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
Saves the active file with its current file name, location, and file format.	ctrl+s
Displays the Create Table dialog box.	ctrl+t
Applies or removes underlining.	ctrl+u
Switches between expanding and collapsing of the formula bar.	ctrl+shift+u
Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you have cut or copied an object, text, or cell contents.	ctrl+v
Displays the Paste Special dialog box. Available only after you have cut	ctrl+alt+v

or copied an object, text, or cell contents on a worksheet or in another program.	
Closes the selected workbook window.	ctrl+w
Cuts the selected cells.	ctrl+x
Repeats the last command or action, if possible.	ctrl+y
Uses the Undo command to reverse the last command or to delete the last entry that you typed.	ctrl+z
Uses the Undo or Redo command to reverse or restore the last automatic correction when AutoCorrect Smart Tags are displayed.	ctrl+shift+z
Smart-Art Graphics: Work with shapes	
Select the next element in a SmartArt graphic.	tab
Select the previous element in a SmartArt graphic.	shift+tab
Select all shapes.	ctrl+a
Remove focus from the selected shape.	esc
Nudge the selected shape up.	arrow up
Nudge the selected shape down.	arrow down
Nudge the selected shape left.	arrow left
Nudge the selected shape right.	arrow right
Edit text in the selected shape.	enter or f2
Delete the selected shape.	delete or backspace
Cut the selected shape.	ctrl+x or shift+delete
Copy the selected shape.	ctrl+c
Paste the contents of the Clipboard.	ctrl+v
Undo the last action.	ctrl+z
Enlarge the selected shape horizontally. Add ctrl for moving pixel-by-pixel.	shift+arrow right
Reduce the selected shape horizontally. Add ctrl for moving pixel-by-pixel.	shift+arrow left
Enlarge the selected shape vertically. Add ctrl for moving pixel-by-pixel.	shift+arrow up
Reduce the selected shape vertically. Add ctrl for moving pixel-by-pixel.	shift+arrow down
Rotate the selected shape to the right. Add ctrl for moving pixel-by-pixel.	alt+arrow right
Rotate the selected shape to the left. Add ctrl for moving pixel-by-pixel.	alt+arrow left
Smart-Art Graphics : Work with Text	
Move one character to the left.	arrow left
Move one character to the right.	arrow right
Move up one line.	arrow up
Move down one line.	arrow down
Move one word to the left.	ctrl+arrow left
Move one word to the right.	ctrl+arrow right
Move one paragraph up.	ctrl+arrow up
Move one paragraph down.	ctrl+arrow down
Move to the end of a line.	end
Move to the beginning of a line.	home
Move to the end of a text box.	ctrl+end

Move to the beginning of a text box.	ctrl+home
Cut selected text.	ctrl+x
Copy selected text.	ctrl+c
Paste selected text.	ctrl+v
Undo the last action.	ctrl+z
Delete one character to the left.	backspace
Delete one word to the left.	ctrl+backspace
Delete one character to the right.	delete
Delete one word to the right.	ctrl+delete
Promote the selected text.	alt+shift+arrow right
Demote the selected text.	alt+shift+arrow left
Microsoft Clip Organizer shortcuts	
Move forward or backward one word in the Search text box.	ctrl+arrow left or ctrl+arrow right
Displays the Collection List task pane.	alt+c
Displays the Search task pane.	alt+s
Open Help.	alt+h
Move left and right, up and down, among collections or clips.	arrow keys
Select additional clips after one clip has been selected.	shift+arrow keys
Select all clips on the current page.	ctrl+a
Copy (select a clip and move it to the clipboard).	ctrl+c
Paste (paste from the clipboard to Clip Organizer).	ctrl+v
Delete selected clip or category.	delete
Move to the beginning of a row and select the first item.	home
Move to the end of a row and select the last item.	end
Display a shortcut menu for a collection, clip, or link (same as right click).	shift+f10
Exit a dialog box.	esc
Shift focus forward and backward between different areas of a dialog box.	tab and shift+tab
Open the shortcut menu of a dialog box.	alt+spacebar
Work with the Excel Ribbon	
Select the active tab of the Ribbon and activate the access keys.	alt or f10
Move to another tab of the Ribbon.	alt or f10 to select the active tab
Minimize or restore the Ribbon.	ctrl+f1
Display the shortcut menu for the selected command.	shift+f10
Move the focus to select either Active tab of the Ribbon	f6
Move the focus to each command in the Ribbon, forward or backward.	alt or f10, and then tab or shift+tab
Move down, up, left, or right among the items in the Ribbon.	arrow down, arrow up, arrow left, or arrow right
Activate the selected command or control in the Ribbon.	spacebar or enter
Open the selected menu or gallery in the Ribbon.	spacebar or enter
Activate a command or control in the Ribbon so you can modify a value.	enter

Finish modifying a value in a control in the Ribbon	enter
Get help on the selected command or control in the Ribbon.	f1

Drop an email to info@upskilltechnolgies.com for trainings on Ms-Excel. We offer both onsite and online trainings. We also undertake excel consulting work.