How-To Geek

Useful Power-User Microsoft Excel Keyboard Shortcuts

Essential Shortcuts

Action	Shortcut	Notes
Select cells manually	Shift+arrow keys	
Select row	Shift+Space	Then, hold Shift and use the up and down arrow keys to select more rows.
Select column	Ctrl+Space	Then, hold Shift and use the left and right arrow keys to select more columns.
Insert row or column	Alt+i, then R to add a row, or C to add a column	This inserts a row underneath or a column to the right.
Delete row or column	Ctrl+-	
Switch between reference type	F4 (with your cursor in the reference)	Press F2 to activate the formula first.

Paste Special

Action	Shortcut
Paste formatting only	Ctrl+Alt+V, then T, then Enter
Paste values only	Ctrl+Alt+V, then V, then Enter (or Ctrl+Shift+V)
Transpose your data (switch rows to columns or columns to rows)	Ctrl+Alt+V, then E, then Enter
Paste formula only	Ctrl+Alt+V, then F, then Enter

Navigating Your Workbooks

Action	Shortcut
Switch to the next or previous tab	Ctrl+Page Down or Ctrl+Page Up
Go to cell A1	Ctrl+Home
Open a new workbook	Ctrl+N
Jump between open workbooks or windows	Alt+Tab
Open a new tab immediately after the active tab	Shift+F11
Close the selected workbook window if saved	Ctrl+F4

Find and Replace

Action	Shortcut
Find	Ctrl+F
Find and replace	Ctrl+H
Go to	Ctrl+G
Activate the Name Box to locate a named item	Alt+F3

Formatting

Action	Shortcut
Increase the number of decimal places	Alt+H, then 0
Decrease the number of decimal places	Alt+H, then 9
Apply borders to a cell	Alt+H, then B, and then the corresponding key
Align text or numbers in a cell	Alt+H Then AT, AM, or AB for top, middle or bottom, or AL, AC, or AR for left, center, or right.
Merge and center	Shift+arrow keys to select the cells you want to merge and center, then Alt+H, then M

Useful Formulas

Action	Shortcut
AutoSum	Alt+=, then Enter
Average	Alt+M, then U, A, and Enter
Max	Alt+M, then U, M, and Enter
Min	Alt+M, then U, I, and Enter
Count	Alt+M, then U, C, and Enter

Creating Charts and Tables

Action	Shortcut
Format your data as a table	Select a cell in the table, then Ctrl+T
Insert a chart in the current worksheet	Select a cell in the data, then Alt+F1
Insert a chart in a new tab	Select a cell in the data, then F11
Begin the pivot table process	Select a cell in the data, then Alt+D, then P

Other Useful Keyboard Shortcuts

Action	Shortcut
Select the array containing the active cell (press again to select all cells in the worksheet)	Ctrl+A
Move from the active cell to the cell below, or switch between cells (downwards and then across) in a selected array	Enter
Start a new line of text within a cell	Alt+Enter
Move the cell pointer to the next cell in the row, toggle between options in a dialog box, or move through the ribbon after pressing Alt	Tab
Force Excel to reperform any calculations in all open worksheets	F9