

MICROSOFT EXCEL

Keyboard Shortcuts

In Excel one combination of keys often serves two purposes, depending on whether you are in **editing mode** or **navigation mode**. You are using editing mode when you double click on a cell and are able to type in it and move from letter to letter or line to line using the arrow keys. Navigation mode is the default mode, where arrow keys move your cursor from cell to cell.

Editing & Formatting

Command	Description
F2	Opens selected cell for editing; closes open cell for navigation. If cell contains a formula, once cell is open for editing, toggles between cell selection and text editing.
ctrl + z	Undo last action
ctrl + y	Redo last action
alt + enter	Inserts line break when a cell is open for editing
esc	If a cell is open for editing, discards changes, closes the cell, and returns to navigation; if data is on the clipboard and ready to be pasted, clears the clipboard
ctrl + shift + #1-7	For numbers 1-6, formats selected cells according to the following: 1=Number; 2=Date/Time, 3=Date, 4=Currency, 5=Percentage, 6=Scientific. 7 creates a border around the selected cells.

Data Manipulation

Command	Description
ctrl + shift + =	Insert; with row or column selected, this inserts a new row or column in advance of the selection; if there is data on the clipboard, this inserts those data in advance of the selection
ctrl + -	Delete & remove selected cell(s), row(s), or column(s)
alt + F4	Cycles through options for freezing cell references in selected sections of a formula
ctrl + r	Copies most leftward cell(s) to all selected cells to the right
ctrl + d	Copies top selected cell(s) to all selected cells below
ctrl + ;	Inserts today's date
ctrl + shift + ;	Inserts the current time
alt + down arrow	Opens drop down menu

Navigation & Selection

Command	Description
ctrl + a	Selects all cells in a worksheet
arrow keys	Moves cursor by one cell OR moves editing cursor when a cell is open for editing
shift + arrow keys	Selects cells as the cursor moves over them OR selects characters or lines of text when a cell is open for editing
ctrl + arrow keys	Moves cursor to last filled cell or across blank cells to the next filled cell OR moves cursor by word or line when a cell is open for editing
ctrl + shift + arrow keys	Selects blocks of cells at once OR selects text by word
end	Enters "End Mode": when an arrow key is used subsequently navigates as if using ctrl + arrow keys
ctrl + home	Returns cursor to top left cell in worksheet; if freeze panes is on, then returns to top left cell in bottom right pane
shift + space bar	Extends selection to entire row(s)
ctrl + space bar	Extends selection to entire column(s)
ctrl + page up/down	Navigates to the next tab in the workbook: pg up navigates to the right; pg down to the left
shift + F10	Opens 'right-click' menu for selection
shift + F11	Adds a new worksheet
alt + page up/down	Moves cursor right and left by a page

Other Odds & Ends

Keyboard super user: Use nearly all functions by pressing and releasing alt and then following the letters/numbers assigned to each tab, menu, and function on the ribbon.

Quick sums: For quick calculation of sums or counts, select the cells you would like included and refer to bottom right of the footer of the Excel window. If you have selected all numeric values, the footer will show you the sum; if you have selected text cells or cells of another non-numeric format, the footer will show you a count. This is particularly helpful to verify the functionality of formulas.

Paste special: To access additional paste options (e.g. paste formulas only or paste values only), press ctrl after executing the paste command. This will open a small menu that will give you the various paste options, each of which you can access using another key in sequence (e.g. paste values only = v).