

# EXCEL KEYBOARD SHORTCUTS

## Periodic Table

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General		Data Entry				Formatting				Formulas				Navigation				Other		Workbooks & Worksheets	
<b>F1</b> Open Help	<b>Ctrl</b> <b>F1</b> Collapse Ribbon	<b>Ctrl</b> <b>T</b> Create Table	<b>Alt</b> ↓ Auto Filter	<b>Ctrl</b> <b>1</b> Format Cells	<b>Ctrl</b> <b>Shift</b> ~ General	<b>F4</b> Absolute References	<b>Ctrl</b> <b>Shift</b> <b>F3</b> Create Names	<b>Ctrl</b> <b>HOME</b> Top of Worksheet	<b>Ctrl</b> <b>HOME</b> Row Start	<b>Ctrl</b> <b>Shift</b> <b>HOME</b> Select to Top Worksheet	<b>Shift</b> ↓ Extend Select Down	<b>Ctrl</b> <b>Shift</b> ↓ Select All Down	<b>Ctrl</b> <b>Shift</b> * Select Current Region	<b>F11</b> Chart Sheet	<b>Ctrl</b> <b>N</b> New Workbook	<b>Shift</b> <b>F11</b> New Worksheet					
<b>F2</b> Edit Mode	<b>Ctrl</b> <b>C</b> Copy	<b>Ctrl</b> <b>Shift</b> ; Current Date	<b>Ctrl</b> <b>Shift</b> ' Copy Formula Down	<b>Ctrl</b> % Percentage	<b>Ctrl</b> <b>Shift</b> \$ Currency	<b>F9</b> Recalc Workbook	<b>F3</b> Paste Names	<b>Shift</b> <b>SPACE</b> Select Row	<b>Ctrl</b> <b>0</b> Hide Column	<b>Ctrl</b> <b>Shift</b> <b>ENTER</b> Active Cell Down	<b>Shift</b> ↑ Extend Select Up	<b>Ctrl</b> <b>Shift</b> ↑ Select All Up	<b>Ctrl</b> <b>Shift</b> <b>O</b> Select Comments	<b>Alt</b> <b>F11</b> Embedded Chart	<b>Ctrl</b> <b>O</b> Open Workbook	<b>Ctrl</b> <b>PgDn</b> Next Worksheet					
<b>F4</b> Redo	<b>Ctrl</b> <b>X</b> Cut	<b>Ctrl</b> <b>Shift</b> ; Current Time	<b>Ctrl</b> <b>Shift</b> ' Copy Value Down	<b>Ctrl</b> <b>B</b> Bold	<b>Ctrl</b> <b>Shift</b> ! Number	<b>F9</b> Recalc Worksheet	<b>F3</b> Function Dialog	<b>Ctrl</b> <b>SPACE</b> Select Column	<b>Ctrl</b> <b>9</b> Hide Row	<b>Ctrl</b> <b>Shift</b> <b>ENTER</b> Active Cell Up	<b>Shift</b> → Extend Select Right	<b>Ctrl</b> <b>Shift</b> → Select All Right	<b>Ctrl</b> [ Select Precedents	<b>Alt</b> <b>F11</b> Open VBA Editor	<b>Ctrl</b> <b>Shift</b> <b>TAB</b> Next Workbook	<b>Ctrl</b> <b>Shift</b> <b>PgUp</b> Prev Worksheet					
<b>F7</b> Spell Check	<b>Ctrl</b> <b>V</b> Paste	<b>Ctrl</b> <b>D</b> Copy Down	<b>Ctrl</b> <b>E</b> Flash Fill	<b>Ctrl</b> <b>U</b> Underline	<b>Ctrl</b> <b>Shift</b> @ Time	<b>F9</b> Recalc Worksheet	<b>F3</b> Function Dialog	<b>Ctrl</b> <b>SPACE</b> Select Column	<b>Ctrl</b> <b>9</b> Hide Row	<b>Ctrl</b> <b>Shift</b> <b>ENTER</b> Active Cell Up	<b>Shift</b> → Extend Select Right	<b>Ctrl</b> <b>Shift</b> → Select All Right	<b>Ctrl</b> [ Select Precedents	<b>Alt</b> <b>F11</b> Open VBA Editor	<b>Ctrl</b> <b>Shift</b> <b>TAB</b> Previous Workbook	<b>Ctrl</b> <b>Shift</b> <b>PgUp</b> Select Worksheets					
<b>Shift</b> <b>F7</b> Thesaurus	<b>Ctrl</b> <b>Shift</b> <b>V</b> Paste Values	<b>Ctrl</b> <b>D</b> Copy Down	<b>Ctrl</b> <b>E</b> Flash Fill	<b>Ctrl</b> <b>U</b> Underline	<b>Ctrl</b> <b>Shift</b> @ Time	<b>F9</b> Recalc Worksheet	<b>F3</b> Function Dialog	<b>Ctrl</b> <b>SPACE</b> Select Column	<b>Ctrl</b> <b>9</b> Hide Row	<b>Ctrl</b> <b>Shift</b> <b>ENTER</b> Active Cell Up	<b>Shift</b> → Extend Select Right	<b>Ctrl</b> <b>Shift</b> → Select All Right	<b>Ctrl</b> [ Select Precedents	<b>Alt</b> <b>F11</b> Open VBA Editor	<b>Ctrl</b> <b>Shift</b> <b>TAB</b> Previous Workbook	<b>Ctrl</b> <b>Shift</b> <b>PgUp</b> Select Worksheets					
<b>F12</b> Save As	<b>Ctrl</b> <b>F</b> Find	<b>Ctrl</b> <b>R</b> Copy Right	<b>Alt</b> <b>ENTER</b> New Line (Edit Mode)	<b>Ctrl</b> <b>I</b> Italics	<b>Ctrl</b> <b>Shift</b> # Date	<b>Ctrl</b> , Show Formulas	<b>Alt</b> = Auto Sum	<b>Ctrl</b> <b>A</b> Current Range	<b>Ctrl</b> <b>Shift</b> ( Unhide Row	<b>Ctrl</b> <b>Shift</b> <b>TAB</b> Active Cell Right	<b>Shift</b> ← Extend Select Left	<b>Ctrl</b> <b>Shift</b> ← Select All Left	<b>Ctrl</b> ] Select Dependents	<b>Alt</b> <b>F12</b> Power Query Editor	<b>Ctrl</b> <b>W</b> Close Workbook	<b>Ctrl</b> <b>P</b> Print					
<b>Ctrl</b> <b>Z</b> Undo	<b>Ctrl</b> <b>H</b> Replace	<b>Ctrl</b> <b>K</b> Insert Hyperlink	<b>Ctrl</b> ; Insert Emoji	<b>Ctrl</b> <b>5</b> Strikethrough	<b>Ctrl</b> <b>Shift</b> ^ Scientific	<b>Ctrl</b> <b>F3</b> Name Manager	<b>Ctrl</b> <b>Shift</b> <b>U</b> Expand Formula Bar	<b>Ctrl</b> <b>G</b> Go To Special	<b>Ctrl</b> <b>Shift</b> ) Unhide Column	<b>Ctrl</b> <b>Shift</b> <b>TAB</b> Active Cell Left	<b>Ctrl</b> . Toggle Active Cell	<b>Ctrl</b> <b>Shift</b> <b>END</b> Select to End Worksheet	<b>Alt</b> ; Select Visible Cells	<b>Ctrl</b> <b>6</b> Hide Objects	<b>Alt</b> <b>F4</b> Close Excel	<b>Ctrl</b> <b>S</b> Save					