



Excel for the web cheat sheet

All overriding shortcuts

Ctrl + Alt + Left arrow	Rotate a shape or a picture to the left
Alt + Left arrow	(only works when Override browser shortcuts is active) Rotate a shape or a picture to the left
Ctrl + Alt + Right arrow	Rotate a shape or a picture to the right
Alt + Right arrow	(only works when Override browser shortcuts is active) Rotate a shape or a picture to the right
Ctrl + Shift + E	Flash Fill
Ctrl + E	(only works when Override browser shortcuts is active) Flash Fill
Ctrl + Alt + =	Insert Cells
Ctrl + =	(only works when Override browser shortcuts is active) Insert Cells
Ctrl + Alt + -	Delete Cells
Ctrl + -	(only works when Override browser shortcuts is active) Delete Cells
Ctrl + Alt + 0	Hide columns
Ctrl + 0	(only works when Override browser shortcuts is active) Hide columns
Ctrl + Alt + 9	Hide rows
Ctrl + 9	(only works when Override browser shortcuts is active) Hide rows
Ctrl + Alt + Shift + L	Turn on filtering for the selected cell
Ctrl + Shift + L	(only works when Override browser shortcuts is active) Turn on filtering for the selected cell

Accessibility

Shift + F10	Open context menu
Alt + Shift + A	Open shortcuts dialog
Ctrl + Alt + Shift + H	Read column header

Ctrl + Alt + Shift + T
Read row header

Ctrl + Alt + Shift + Page Up
Read column until active cell

Ctrl + Alt + Shift + Page Down
Read column from active cell

Ctrl + Alt + Shift + Home
Read row until active cell

Ctrl + Alt + Shift + End
Read row from active cell

Alt + Win then Q or Alt then Q
Move to Tell me box

Alt + Win then F
Open the File tab

Alt + Win then H
Open the Home tab

Alt + Win then N
Open the Insert tab

Alt + Win then A
Open the Data tab

Alt + Win then R
Open the Review tab

Alt + Win then W
Open the View tab

Alt + Win then O
Open the file in the Excel app

Alt + Win
Display or hide Key Tips

Ctrl + Alt + Space
Access a dialog menu to move or size it

Left arrow or Shift + Tab
Move Left one cell

Ctrl + F6 or Ctrl + Shift + F6
Move between the cells, sheet tabs, status bar, list of services, and the ribbon

Editing

Alt + Shift + Right arrow
Group data

Alt + Shift + Left arrow
Ungroup data

Ctrl + Shift + V
Paste Plain Text

Ctrl + Backspace
Move Viewport To Active Cell

Shift + F11
Insert new sheet

Alt + F5
Refresh

Ctrl + Alt + F5
Refresh All

Alt + =
Apply Auto Sum

Ctrl + Shift + .
Increase font size

Ctrl + Shift + ,
Decrease font size

Ctrl + Alt + Shift +
Full calculate

F9	
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + D	Fill Down
Ctrl + R	Fill Right
Shift + F3	Insert Function
Ctrl + K	Insert hyperlink
Ctrl + Y	Redo the last action or Repeat the last command, if possible
Ctrl + Z	Undo
Alt + Enter	Start a line in the same cell
Shift + Enter	Complete cell entry and select the cell above
Ctrl + L	Insert table
Del	Read row from active cell
F2	Move to the Tell me box
F9	Read row until active cell
Esc	Cancel cell entry
Enter	Complete cell entry and select the cell below
Backspace	Clear selected cell and start editing

File commands

Ctrl + O	Open
Alt + F2	Save as
Ctrl + P or Ctrl + Alt + Shift + F2	Print

Formatting

Ctrl + Shift + 7	Apply an outline border
Ctrl + 5	Apply strikethrough
Ctrl + I	Italics
Ctrl + U	Underline
Ctrl + B	Bold % Kalın

Navigation

Ctrl + Arrow keys	Move to the edge of the current data region
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Left arrow or Shift + Tab	Move to the previous cell or command
Ctrl + End	Go to the last cell of used range
Ctrl + Home	Go to cell A1
Alt + Up arrow	Drill up
Alt + Shift + Down arrow	Open a filter menu when a table cell is selected
Alt + Down arrow	Open a filter menu or drill down
Ctrl + G	Go to a specific cell
Ctrl + Shift + F4	Repeat Find, upward
Shift + F4	Repeat Find, downward
Ctrl + F or Shift + F5	Find
Ctrl + H	Find and Replace
Ctrl + Alt + Page Down	Switch to next sheet
Ctrl + Alt + Page Up	Switch to previous sheet
Down arrow	Move down one cell
Tab or Right arrow	Move right one cell
Up arrow	Move up one cell
Home	Go to the beginning of the cell line
Page Down	Move down one screen (28 rows)
Page Up	Move up one screen (28 rows)

Objects

Ctrl + Alt + Left arrow	Rotate a shape or a picture to the left
Alt + Left arrow	(only works when Override browser shortcuts is active) Rotate a shape or a picture to the left
Ctrl + Alt + Right arrow	Rotate a shape or a picture to the right
Alt + Right arrow	(only works when Override browser shortcuts is active) Rotate a shape or a picture to the right
Alt + F1	Insert Chart
Ctrl + Enter	Follow Hyperlink

Review

Shift + F2 or Ctrl + Shift + F2	Insert comment
Ctrl + F7	Spell check

Selection

Ctrl + Shift + Arrow keys	Extend selection to the last nonblank cell in the same column or row as the active cell
Shift + Space	Select an entire row
Ctrl + A	Select all cells in the current region or sheet
Ctrl + Space	Select an entire column
Shift + Page Down	Extend selection down one screen (28 rows)
Shift + Page Up	Extend selection up one screen (28 rows)
Shift + Home	Extend selection to the beginning of the cell data
Shift + Arrow keys	Select a range of cells

View

Ctrl + Shift + E	Flash Fill
Ctrl + E	(only works when Override browser shortcuts is active) Flash Fill
Ctrl + Alt + =	Insert Cells
Ctrl + =	(only works when Override browser shortcuts is active) Insert Cells
Ctrl + Alt + -	Delete Cells
Ctrl + -	(only works when Override browser shortcuts is active) Delete Cells
Ctrl + Alt + 0	Hide columns
Ctrl + 0	(only works when Override browser shortcuts is active) Hide columns
Ctrl + Alt + 9	Hide rows
Ctrl + 9	(only works when Override browser shortcuts is active) Hide rows

Ctrl + Alt + Shift + L	Turn on filtering for the selected cell
Ctrl + Shift + L	(only works when Override browser shortcuts is active) Turn on filtering for the selected cell
Alt + Shift + F10	Show the field list for a linked data type
Ctrl + Shift + F5	Show the card for a linked data type
Alt + Shift + =	Expand a collapsed group of cells (Show detail)
Alt + Shift + -	Collapse a group of cells (Hide detail)
Ctrl + Shift + 0	Unhide columns
Ctrl + Shift + 9	Unhide rows
Ctrl + F1	Show/hide ribbon
Ctrl + Alt + L	Reapply Filter

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More information: defkey.com/ja/microsoft-excel-for-the-web-shortcuts

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