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
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/microsoft-excel-for-the-web-shortcuts*

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