



Microsoft Excel 2019 cheat sheet

Frequently used shortcuts

Ctrl + W	Close a workbook
Ctrl + O	Open a workbook
Alt + H	Go to the Home tab
Ctrl + S	Save a workbook
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Z	Undo
Del	Remove cell contents
Alt + H then H	Choose a fill color
Ctrl + X	Cut
Alt + N	Go to Insert tab
Ctrl + B	Bold
Alt + H then A then C	Center align cell contents
Alt + P	Go to Page Layout tab
Alt + A	Go to Data tab
Alt + W	Go to View tab
Shift + F10 or Context menu key	Open context menu
Alt + H then B	Add borders
Alt + H then D then C	Delete column
Alt + M	Go to Formula tab
Ctrl + 9	Hide the selected rows
Ctrl + 0	Hide the selected columns
Ctrl + Shift + F3	Create names from selection
Alt + D then F then A	Advanced filter

Ribbon: Access keys for tabs

Alt + Q	then enter the search term: Open the Tell me box on the Ribbon and type a search term for assistance or Help content
Alt + F	Open the File page and use Backstage view
Alt + H	Open the Home tab and format text and numbers and use the Find tool
Alt + N	Open the Insert tab and insert

PivotTables, charts, add-ins, Sparklines, pictures, shapes, headers, or text boxes

Alt + P	Open the Page Layout tab and work with themes, page setup, scale, and alignment
Alt + M	Open the Formulas tab and insert, trace, and customize functions and calculations
Alt + A	Open the Data tab and connect to, sort, filter, analyze, and work with data
Alt + R	Open the Review tab and check spelling, add comments, and protect sheets and workbooks
Alt + W	Open the View tab and preview page breaks and layouts, show and hide gridlines and headings, set zoom magnification, manage windows and panes, and view macros

Ribbon: Work in the ribbon with the keyboard

Alt	(to move to a different tab, use access keys or the arrow keys) Select the active tab of the ribbon, and activate the access keys.
F10	To move to a different tab, use access keys or the arrow keys. Select the active tab of the ribbon, and activate the access keys.
Tab or Shift + Tab	Move the focus to commands on the ribbon
Arrow keys	Move among the items on the Ribbon
Space or Enter	Activate a selected button
Down arrow	Open the list for a selected command
Alt + Down arrow	Open the menu for a selected button
Down arrow	When a menu or submenu is open, move to the next command

Ctrl + F1	Expand or collapse the ribbon
Shift + F10 or Context menu key	Open a context menu
Left arrow	Move to the submenu when a main menu is open or selected

Navigating in cells

Shift + Tab	Move to the previous cell in a worksheet or the previous option in a dialog box
Up arrow	Move one cell up in a worksheet
Down arrow	Move one cell down in a worksheet
Left arrow	Move one cell left in a worksheet
Right arrow	Move one cell right in a worksheet
Ctrl + Arrow keys	Move to the edge of the current data region in a worksheet
End then Arrow keys	Enter End mode, move to the next nonblank cell in the same column or row as the active cell, and turn off End mode. If the cells are blank, move to the last cell in the row or column
Ctrl + End	Move to the last cell on a worksheet, to the lowest used row of the rightmost used column
Ctrl + Shift + End	Extend the selection of cells to the last used cell on the worksheet (lower-right corner)
Home + Scroll Lock	Move to the cell in the upper-left corner of the window when Scroll Lock is turned on
Ctrl + Home	Move to the beginning of a worksheet
Page Down	Move one screen down in a worksheet
Ctrl + Page Down	Move to the next sheet in a workbook
Alt + Page Down	Move one screen to the right in a worksheet
Page Up	Move one screen up in a worksheet
Alt + Page Up	Move one screen to the left in a

	worksheet
Ctrl + Page Up	Move to the previous sheet in a workbook
Tab	Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells
Ctrl + Alt + 5	and then the Tab key repeatedly: Cycle through floating shapes, such as text boxes or images
Esc	Exit the floating shape navigation and return to the normal navigation

Formatting cells

Ctrl + 1	Open the Format Cells dialog box
Ctrl + Shift + F or Ctrl + Shift + P	Format fonts in the Format Cells dialog box
F2	Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference
Shift + F2	Add or edit a cell comment
Ctrl + Shift + +	Open the Insert dialog to insert blank cells
Ctrl + -	Open the Delete dialog box to delete selected cells
Ctrl + Shift + :	Enter the current time
Ctrl + ;	Enter the current date
Ctrl + `	Switch between displaying cell values or formulas in the worksheet
Ctrl + '	Copy a formula from the cell above the active cell into the cell or the Formula Bar
Ctrl + X	Move the selected cells
Ctrl + C	Copy the selected cells
Ctrl + V	Paste content at the insertion point, replacing any selection

Ctrl + Alt + V	Open the Paste Special dialog box
Ctrl + I or Ctrl + 3	Italicize text or remove italic formatting
Ctrl + B or Ctrl + 2	Bold text or remove bold formatting
Ctrl + U or Ctrl + 4	Underline text or remove underline
Ctrl + 5	Apply or remove strikethrough formatting
Ctrl + 6	Switch between hiding objects, displaying objects, and displaying placeholders for objects
Ctrl + Shift + &	Apply an outline border to the selected cells
Ctrl + Shift + _	Remove the outline border from the selected cells
Ctrl + 8	Display or hide the outline symbols
Ctrl + D	Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below
Ctrl + Shift + ~	Apply the General number format
Ctrl + Shift + \$	Apply the Currency format with two decimal places (negative numbers in parentheses)
Ctrl + Shift + %	Apply the Percentage format with no decimal places
Ctrl + Shift + ^	Apply the Scientific number format with two decimal places
Ctrl + Shift + #	Apply the Date format with the day, month, and year
Ctrl + Shift + @	Apply the Time format with the hour and minute, and AM or PM
Ctrl + Shift + !	Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values
Ctrl + K	Open the Insert hyperlink dialog
F7	Check spelling in the active worksheet or selected range
Ctrl + Q	Display the Quick Analysis

	options for selected cells that contain data
Ctrl + L or Ctrl + T	Display the Create Table dialog box

Making selections and performing actions

Ctrl + A or Ctrl + Shift + Space	Select the entire worksheet
Ctrl + Shift + Page Down	Select the current and next sheet in a workbook
Ctrl + Shift + Page Up	Select the current and previous sheet in a workbook
Shift + Arrow keys	Extend the selection of cells by one cell
Ctrl + Shift + Arrow keys	Extend the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, to the next nonblank cell
F8	Turn extend mode on and use the arrow keys to extend a selection. Press again to turn off
Shift + F8	Add a non-adjacent cell or range to a selection of cells by using the arrow keys
Alt + Enter	Start a new line in the same cell
Ctrl + Enter	Fill the selected cell range with the current entry
Shift + Enter	Complete a cell entry and select the cell above
Ctrl + Space	Select an entire column in a worksheet
Shift + Space	Select an entire row in a worksheet
Ctrl + Shift + Space	Select all objects on a worksheet when an object is selected
Ctrl + Shift + Home	Extend the selection of cells to the beginning of the worksheet
Ctrl + A or Ctrl + Shift + Space	Select the current region if the worksheet contains data. Press a second time to select the current region and its summary rows. Press a third time to select the entire worksheet

Ctrl + Shift + *	Select the current region around the active cell or select an entire PivotTable report
Home	Select the first command on the menu when a menu or submenu is visible
Ctrl + Y	Repeat the last command or action, if possible
Ctrl + Z	Undo the last action

Working with data, functions, and the formula bar

Ctrl + Shift + *	Select an entire PivotTable report
F2	Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference
Ctrl + Shift + U	Expand or collapse the formula bar
Esc	Cancel an entry in the cell or Formula Bar
Enter	Complete an entry in the formula bar and select the cell below
Ctrl + End	Move the cursor to the end of the text when in the formula bar
Ctrl + Shift + End	Select all text in the formula bar from the cursor position to the end
F9	Calculate all worksheets in all open workbooks
Shift + F9	Calculate the active worksheet
Ctrl + Alt + F9	Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation
Ctrl + Alt + Shift + F9	Check dependent formulas, and then calculate all cells in all open workbooks, including cells not marked as needing to be calculated

Alt + Shift + F10	Display the menu or message for an Error Checking button
Ctrl + A	Display the Function Arguments dialog box when the insertion point is to the right of a function name in a formula
Ctrl + Shift + A	Insert argument names and parentheses when the insertion point is to the right of a function name in a formula
Ctrl + E	Invoke Flash Fill to automatically recognize patterns in adjacent columns and fill the current column
F4	Cycle through all combinations of absolute and relative references in a formula if a cell reference or range is selected
Shift + F3	Insert a function
Ctrl + Shift + "	Copy the value from the cell above the active cell into the cell or the formula bar
Alt + F1	Create an embedded chart of the data in the current range
F11	Create a chart of the data in the current range in a separate Chart sheet
Alt + M then M	M then D: Define a name to use in references.
F3	Paste a name from the Paste Name dialog box (if names have been defined in the workbook)
Enter	Move to the first field in the next record of a data form
Alt + F8	Create, run, edit, or delete a macro
Alt + F11	Open the Microsoft Visual Basic For Applications Editor

Function keys

F1	Displays the Excel Help task pane
Ctrl + F1	Displays or hides the ribbon
Alt + F1	Creates an embedded chart of the data in the current range.

Alt + Shift + F1	Inserts a new worksheet
F2	Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference
Shift + F2	Adds or edits a cell comment
Ctrl + F2	Displays the print preview area on the Print tab in the Backstage view
F3	Displays the Paste Name dialog box. Available only if names have been defined in the workbook
Shift + F3	Displays the Insert Function dialog box
F4	Repeats the last command or action, if possible
F4	When a cell reference or range is selected in a formula, F4 cycles through all the various combinations of absolute and relative references
Ctrl + F4	Closes the selected workbook window
Alt + F4	Closes Excel
F5	Displays the Go To dialog box
Ctrl + F5	Restores the window size of the selected workbook window
F6	Switches between the worksheet, ribbon, task pane, and Zoom controls. In a worksheet that has been split, F6 includes the split panes when switching between panes and the ribbon area
Shift + F6	Switches between the worksheet, Zoom controls, task pane, and ribbon
Ctrl + F6	Switches to the next workbook window when more than one workbook window is open
F7	Opens the Spelling dialog box to

	check spelling in the active worksheet or selected range
Ctrl + F7	Performs the Move command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press Enter, or Esc to cancel
F8	Turns extend mode on or off. In extend mode, Extended Selection appears in the status line, and the arrow keys extend the selection
Shift + F8	Enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys
Ctrl + F8	Performs the Size command when a workbook is not maximized
Alt + F8	Displays the Macro dialog box to create, run, edit, or delete a macro
F9	Calculates all worksheets in all open workbooks
Shift + F9	Calculates the active worksheet
Ctrl + Alt + F9	Calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation
Ctrl + Alt + Shift + F9	Rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated
Ctrl + F9	Minimizes a workbook window to an icon
F10	Turns key tips on or off (Pressing Alt does the same thing)
Shift + F10	Displays the shortcut menu for a selected item
Alt + Shift + F10	Displays the menu or message for an Error Checking button
Ctrl + F10	Maximizes or restores the selected workbook window
F11	Creates a chart of the data in the current range in a separate

	Chart sheet
Shift + F11	Inserts a new worksheet
Alt + F11	Opens the Microsoft Visual Basic For Applications Editor, in which you can create a macro by using Visual Basic for Applications (VBA)
F12	Displays the Save As dialog box

Other useful shortcut keys

Alt	Displays the Key Tips (new shortcuts) on the ribbon
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For example, Alt, W, P switches the worksheet to Page Layout view.

Alt, W, L switches the worksheet to Normal view.

Alt, W, I switches the worksheet to Page Break Preview view.

Arrow keys	Move one cell to a direction you press in a worksheet
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Ctrl + Arrow keys Moves to the edge of the current data region in a worksheet

Shift + Arrow keys	Extends the selection of cells by one cell
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Ctrl + Shift + Arrow keys Extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell

Left arrow / Right arrow	Selects the tab to the left or right when the ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu. When a ribbon tab is selected, these keys navigate the tab buttons
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Up arrow / Down arrow Selects the previous or next command when a menu or submenu is open. When a ribbon tab is selected, these keys navigate up or down the tab group

Arrow keys	In a dialog box, arrow keys move between options in an open drop-down list, or between
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	options in a group of options
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Down arrow or Alt + Down arrow Opens a selected drop-down list

Backspace	Deletes one character to the left in the Formula Bar
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Backspace Also clears the content of the active cell

Backspace	In cell editing mode, it deletes the character to the left of the insertion point
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Del Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments

Del	In cell editing mode, it deletes the character to the right of the insertion point
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End Turns End mode on or off. In End mode, you can press an arrow key to move to the next nonblank cell in the same column or row as the active cell. End mode turns off automatically after pressing the arrow key. Make sure to press End again before pressing the next arrow key. End mode is shown in the status bar when it is on

End	If the cells are blank, pressing End followed by an arrow key moves to the last cell in the row or column
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End End also selects the last command on the menu when a menu or submenu is visible

Ctrl + End	moves to the last cell on a worksheet, to the lowest used row of the rightmost used column. If the cursor is in the formula bar, this shortcut moves the cursor to the end of the text
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Ctrl + Shift + End Extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, this shortcut selects all text in the formula bar from the cursor position to the end—this does

not affect the height of the formula bar

Enter	Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default)
Enter	In a data form, it moves to the first field in the next record
Enter	Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command
Enter	In a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often the OK button)
Alt + Enter	Starts a new line in the same cell
Ctrl + Enter	Fills the selected cell range with the current entry
Shift + Enter	Completes a cell entry and selects the cell above
Esc	Cancels an entry in the cell or Formula Bar
Esc	Closes an open menu or submenu, dialog box, or message window
Esc	It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the ribbon and status bar again
Home	Moves to the beginning of a row in a worksheet
Home	Moves to the cell in the upper-left corner of the window when Scroll Lock is turned on
Home	Selects the first command on the menu when a menu or submenu is visible
Ctrl + Home	Moves to the beginning of a worksheet
Ctrl + Shift + Home	Extends the selection of cells to the beginning of the worksheet
Page Down	Moves one screen down in a worksheet

Alt + Page Down	Moves one screen to the right in a worksheet
Ctrl + Page Down	Moves to the next sheet in a workbook
Ctrl + Shift + Page Down	Selects the current and next sheet in a workbook
Page Up	Moves one screen up in a worksheet
Alt + Page Up	Moves one screen to the left in a worksheet
Ctrl + Page Up	Moves to the previous sheet in a workbook
Ctrl + Shift + Page Up	Selects the current and previous sheet in a workbook
Space	In a dialog box, performs the action for the selected button, or selects or clears a check box
Ctrl + Space	Selects an entire column in a worksheet
Shift + Space	Selects an entire row in a worksheet
Ctrl + Shift + Space	Selects the entire worksheet
Ctrl + Shift + Space	If the worksheet contains data, this shortcut selects the current region. Pressing Ctrl + Shift + Spacebar a second time selects the current region and its summary rows. Pressing Ctrl + Shift + Spacebar a third time selects the entire worksheet
Ctrl + Shift + Space	When an object is selected, this shortcut selects all objects on a worksheet
Alt + Space	Displays the Control menu for the Excel window
Tab	Moves one cell to the right in a worksheet
Tab	Moves between unlocked cells in a protected worksheet
Tab	Moves to the next option or option group in a dialog box
Shift + Tab	Moves to the previous cell in a worksheet or the previous option in a dialog box
Ctrl + Tab	Switches to the next tab in dialog

	box
Ctrl + Shift + Tab	Switches to the previous tab in a dialog box

CTRL combination shortcut keys

Ctrl + Page Up	Switches between worksheet tabs, from left-to-right
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Ctrl + Page Down	Switches between worksheet tabs, from right-to-left
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Ctrl + Shift + (Unhides any hidden rows within the selection
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Ctrl + Shift +)	Unhides any hidden columns within the selection
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Ctrl + Shift + &	Applies the outline border to the selected cells
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Ctrl + Shift + _	Removes the outline border from the selected cells
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Ctrl + Shift + ~	Applies the General number format
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Ctrl + Shift + \$	Applies the Currency format with two decimal places (negative numbers in parentheses)
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Ctrl + Shift + %	Applies the Percentage format with no decimal places
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Ctrl + Shift + ^	Applies the Exponential number format with two decimal places
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Ctrl + Shift + #	Applies the Date format with the day, month, and year
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Ctrl + Shift + @	Applies the Time format with the hour and minute, and AM or PM
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Ctrl + Shift + !	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values
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Ctrl + Shift + *	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report
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Ctrl + Shift + :	Enters the current time
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Ctrl + Shift + "	Copies the value from the cell above the active cell into the cell or the Formula Bar
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Ctrl + Shift + +	Displays the Insert dialog box to
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	insert blank cells
Ctrl + -	(-) Displays the Delete dialog box to delete the selected cells

Ctrl + ;	Enters the current date
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Ctrl + `	Alternates between displaying cell values and displaying formulas in the worksheet
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Ctrl + '	Copies a formula from the cell above the active cell into the cell or the Formula Bar
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Ctrl + 1	Displays the Format Cells dialog box
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Ctrl + 2	Applies or removes bold formatting
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Ctrl + 3	Applies or removes italic formatting
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Ctrl + 4	Applies or removes underlining
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Ctrl + 5	Applies or removes strikethrough
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Ctrl + 6	Alternates between hiding objects, displaying objects, and displaying placeholders for objects
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Ctrl + 8	Displays or hides the outline symbols
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Ctrl + 9	Hides the selected rows
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Ctrl + 0	Hides the selected columns
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Ctrl + A	Selects the entire worksheet
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Ctrl + A	If the worksheet contains data, this shortcut selects the current region. Pressing it a second time selects the current region and its summary rows. Pressing it third time selects the entire worksheet
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Ctrl + A	When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box
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Ctrl + Shift + A	Inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula
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Ctrl + B	Applies or removes bold formatting
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Ctrl + C	Copies the selected cells
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Ctrl + C then Ctrl +	Display the Clipboard
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Ctrl + D	Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.
Ctrl + F	Displays the Find and Replace dialog box, with the Find tab selected
Shift + F5	Also displays Find tab
Shift + F4	Repeats the last Find action
Ctrl + Shift + F	Opens the Format Cells dialog box with the Font tab selected
Ctrl + G or F5	Displays the Go To dialog box
Ctrl + H	Displays the Find and Replace dialog box, with the Replace tab selected
Ctrl + I	Applies or removes italic formatting
Ctrl + K	Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks
Ctrl + N	Creates a new, blank workbook
Ctrl + O	Displays the Open dialog box to open or find a file
Ctrl + Shift + O	Selects all cells that contain comments
Ctrl + P	Displays the Print dialog box
Ctrl + Shift + P	Opens the Format Cells dialog box with the Font tab selected
Ctrl + R	Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right
Ctrl + S	Saves the active file with its current file name, location, and file format
Ctrl + T	Displays the Create Table dialog box
Ctrl + U	Applies or removes underlining
Ctrl + Shift + U	Switches between expanding and collapsing of the formula bar
Ctrl + V	Inserts the contents of the Clipboard at the insertion point and replaces any selection.

	Available only after you have cut or copied an object, text, or cell contents
Ctrl + Alt + V	Displays the Paste Special dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program
Ctrl + W	Closes the selected workbook window
Ctrl + X	Cuts the selected cells
Ctrl + Y	Repeats the last command or action, if possible
Ctrl + Z	Uses the Undo command to reverse the last command or to delete the last entry that you typed
Ctrl + Shift + Z	Uses the Undo or Redo command to reverse or restore the last automatic correction when AutoCorrect Smart Tags are displayed

Bonus tips

Shift + Left click	To open a template as a template file and edit it (instead of saving it as .xlsx), right click the file and Shift (plus) click to "Open" menu item
Ctrl + J	You can use this shortcut to split cells with multiple rows into columns with Alt + Enter while converting text to columns. Go to Data > Convert text to columns > Delimited and click "More" box then press Ctrl + J

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