

# NATIVE EXCEL SHORTCUTS

## Navigation

Action	Keyboard Shortcut
Beginning of row	Home
Beginning of worksheet	Ctrl + Home
Edge of data region	Ctrl + <Arrow>
Last used cell in worksheet	Ctrl + End
Vertically in worksheet	PgUp / PgDn
Horizontally in worksheet	Alt + PgUp / PgDn
Between worksheets	Ctrl + PgUp / PgDn
Between workbooks / windows	Ctrl + Tab
Between applications	Alt + Tab
Jump to source of link	Ctrl + [
Return from last jump	F5, Enter
Find / Replace	Ctrl + F / Ctrl + H
Toggle ribbon visibility	Ctrl + F1
Close window / workbook	Ctrl + W
Close application	Alt + F4

## Auditing and Review

Action	Keyboard Shortcut
Quick chart	F11
Trace arrows	Alt, M ...
Precedents	P
Dependents	D
Remove arrows	A, A
Select row differences	Select range -> Ctrl + \
Select column differences	Select range -> Ctrl + Shift + \
Display formulas in worksheet	Alt + M + H Ctrl + ⇧

## Editing: Rows & Columns

Action	Keyboard Shortcut
Select row	Shift + SPACE
Select column	Ctrl + SPACE
Insert new row	Alt, H, I, R
Insert new column	Alt, H, I, C
Insert new copied section	Alt, H, I, E
Deleted selection (row / column)	Ctrl + -

## Editing: General

Action	Keyboard Shortcut
Copy & Paste (clears clipboard)	Ctrl + C , Enter
Paste special	Alt , H , V ...
Formats	S, T
Formulas	F
Values	V
All except borders	B
Link	N
Undo	Ctrl + Z
Repeat	Ctrl + Y or F4
Outline border on selection	Ctrl + Shift + D
Remove the borders	Ctrl + Shift + -
Help	Ctrl + Alt + H

## Editing: In Cell

Action	Keyboard Shortcut
Toggle edit and point mode	F2
Toggle anchoring	F4
Format cells dialog	Ctrl + 1
Edit cell comment	Shift + F2
SUM adjoining range	Alt + =

## Editing: In Cell

Action	Keyboard Shortcut
Paste Quick Link & Row Anchor	Alt , H , V , N , F2 , F4 , Enter (standard)
Copy Across	Ctrl + Shift + Q (Gridlines Utility) Ctrl + C , Ctrl + Shift + → Enter , Home , Shift + F9 (Standard) Ctrl + Shift + A (Gridlines Utility) Ctrl + Shift + N (Gridlines Utility)
Row Sum	Ctrl + Shift + N (Gridlines Utility)
Delete Sheet (Cannot undo, make sur this is definitely the sheet to be deleted)	Alt , E , L

## Calculations

Action	Keyboard Shortcut
Worksheet	Shift + F9
Workbook	Ctrl + Alt + F9
Cell	F2 , Enter
Individual formula element	F2 , select element , F9