

What are the keyboard shortcuts for Excel?

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The keyboard shortcuts for Excel are a set of specific key combinations that allow users to quickly and efficiently navigate, format, and manipulate data in a Microsoft Excel worksheet. These shortcuts can save time and increase productivity by eliminating the need for multiple mouse clicks or menu selections. Some common keyboard shortcuts for Excel include copying and pasting cells, inserting or deleting rows and columns, and performing calculations. By learning and utilizing these shortcuts, users can effectively streamline their Excel tasks and improve their overall efficiency.

Excel Keyboard Shortcuts

Most Useful Excel Keyboard Shortcuts

In this overview, you can find the functionalities and key combinations of the most useful Excel keyboard shortcuts.

Use keyboard shortcuts to speed up your workflow on Excel.

Note: Keyboard shortcuts have slight differences depending on platform.

Description	Windows	Mac OS
Copy	Ctrl + C	Command + C or Ctrl + C
Paste	Ctrl + V	Command + V or Ctrl + V
Cut	Ctrl + X	Command + X or Ctrl + X
Undo	Ctrl + Z	Command + Z or Ctrl + Z
Redo	Ctrl + Y	Command + Y or Ctrl + Y or Command + Shift + Z
Remove Cell Contents	Delete	Delete
Bold	Ctrl + B	Command + B or Ctrl + B
Italic	Ctrl + I	Command + I or Ctrl + I
Underline	Ctrl + U	Command + U or Ctrl + U
Fill cells down	Ctrl + D	Command + D or Ctrl + D
Fill cells right	Ctrl + R	Command + R or Ctrl + R
Insert cells	Ctrl + Shift + Plus sign (+)	Ctrl + Shift + Equal sign (=)
Delete cells	Ctrl + Hyphen (-)	Command + Hyphen (-) or Ctrl + Hyphen (-)
Save	Ctrl + S	Command + S or Ctrl + S
Save As	F12	Command + Shift + S or F12

Print	Ctrl + P	Command + P or Ctrl + P
Close Window	Ctrl + W or Ctrl + F4	Command + W or Ctrl + W
Quit Excel	Alt + F4	Command + Q



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Move and Scroll using Keyboard Shortcuts

This is an overview of key combinations used to navigate within an Excel workbook.

Note: Keyboard shortcuts have slight differences depending on platform.

Description	Windows	Mac OS						
Navigation between cells	Arrow keys	Arrow keys						
Navigation between unlocked cells on a protected sheet	Tab key	Tab key						
Horizontal Scrolling	Shift + scroll the mouse wheel up for left and down for right	Shift + scroll the mouse wheel up for left and down for right						

Access Go To	Alt + G	Ctrl + G	Access Find	Alt + F	Ctrl + F or Shift + F5	Access search while in a cell	Ctrl + F	Command + F
Move to the edge of the selected data region	Ctrl + Arrow key	Command + Arrow key						
Move to the start of a row	Alt + H	Home or Fn + Left arrow key						
Move to the start of the sheet	Ctrl + Home	Ctrl + Home or Ctrl + Fn + Left arrow key						
Move to last used cell on the sheet	Ctrl + End	Ctrl + End or Ctrl + Fn + Right arrow key						
Navigate one screen down	Page down	Page down or Fn + Down arrow key						
Navigate one screen up	Page up	Page up or Fn + Up arrow key						
Navigate one screen to the right	Alt + Page down	Alt + Page down or Fn + Alt + Down arrow key						
Navigate one screen to the left	Alt + Page up	Alt + Page up or Fn + Alt + Up arrow key						
Navigate the next sheet	Ctrl + Page down	Ctrl + Page up or Alt + Right arrow key						
Navigate the previous sheet	Ctrl + Page up	Ctrl + Page down or Alt + Left arrow key						
Scroll to active cell	Shift + Tab	Ctrl + Delete						

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