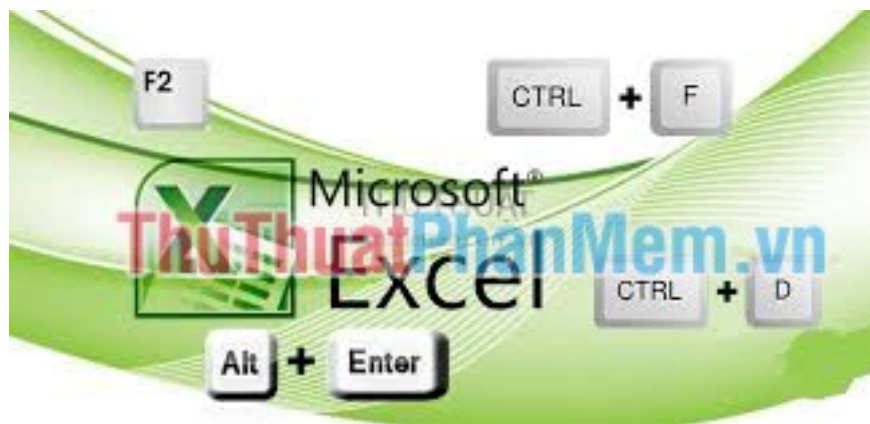


# Invaluable keyboard shortcuts in Excel

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## 1. Basic keyboard shortcuts

**Enter:** Assign the entered data to the cell and move it to the bottom of the cell.

**ESC:** Ignore the data that is changing.

**Alt + Enter :** Create a new line in the same cell.

**Backspace:** Delete characters to the left of the selection.

**F4** or **Ctrl + Y :** Repeat the previous operation.

**Delete:** Delete the character to the right of the mouse cursor or selection.

**Ctrl + Delete :** Delete all text on the highlighted line or mouse cursor.

**Ctrl + D :** Copy data from the top cell to the bottom cell.

**Ctrl + R :** Copy data from the left pane to the right.

**Shift + Enter :** Assign data to a cell and move it above the selection.

## 2. Data format shortcuts

### 2.1. Format cell data

**Ctrl + 1** : Display the Format dialog box.

**Ctrl + B** (or **Ctrl + 2**): Format bold or cancel bold.

**Ctrl + I** (or **Ctrl + 3**): Format italics or cancel italics.

**Ctrl + U** (or **Ctrl + 4**): Format underlined text or cancel underline.

**Ctrl + 5** : Format dash or cancel.

**Alt + '** : Display the Style dialog box.

### 2.2. Number format

**Ctrl + Shift + \$** : Format currency data with 2 decimal places.

**Ctrl + Shift + ~** : General numeric data format

**Ctrl + Shift + %** : Format a percentage data with no decimal places.

**Ctrl + Shift + #** : Format date data in date, month and year order.

**Ctrl + Shift + @** : Format time data in chronological order and use AM and PM distinguished.

**Ctrl + Shift + !** : Number format takes 2 decimal values ??and uses "-" for negative values.

**F4**: Repeat the last format.

## 3. Data editing shortcuts

**Ctrl + Z** : Return to the previous operation.

**Ctrl + Y** : Go to the previous action.

**Ctrl + C** : Copy contents of selected cell.

**Ctrl + X** : Cut content of selected cell and save to clipboard.

**Ctrl + V** : Paste content from the clipboard into the selected cell.

**Ctrl + Alt + V** : Select the type of data paste in the Paste Special dialog box.

### Data-manipulation keyboard shortcuts:

**F2**: Allows editing a data cell with the mouse cursor at the end of the line.

**Alt + Enter** : Down 1 new line in the same cell.

**Enter**: Complete the data entry into a cell and move up to the cell below that cell.

**Shift + Enter** : Complete the data entry into a cell and move up the cell above the cell.

**Tab / Shift + Tab** : Complete entering data at that cell and move to the left or right cell of that cell.

**ESC** : Cancel all operations in one cell.

**BackSpace** : Delete the character to the left of the mouse cursor.

**Delete** : Delete the character to the right of the mouse cursor.

**Ctrl + Delete** : Delete text content to the end of the line.

**Ctrl + ;** (semicolon): Insert the current date at the mouse cursor position.

**Ctrl + Shift + :** (colon): Insert the current time.

**Ctrl + D** : Copy content in the box above.

**Ctrl + R** : Copy cell to the left.

**Ctrl + "** : Copy the content of the cell above and allow editing.

**Ctrl + '** : Copy the formula of the cell above and put it in the editing state.

**Ctrl + -** : Display the delete row and column menu.

**Ctrl + Shift + +** : Display the menu insert rows and columns.

**Shift + F2** : Insert or edit a Comment.

**Shift + F10** , then press m: Delete Comment.

**Alt + F1** : Create and insert a chart on the current page.

**F11** : Create and insert a chart in another sheet.

**Ctrl + K** : Insert a link.

**Enter** (in a cell containing a link): Open the link in the link.

## **4. Navigation shortcuts in spreadsheets**

**Page Down / Page Up** : Move to the bottom or the top of the worksheet.

**Alt + PageDown / Alt + PageUp** : Move the screen left or right of the worksheet.

**Tab / Shift + Tab** : Move a cell to the right or left of the worksheet.

**Ctrl** + Arrow key: Move to the cells next to the data area.

**Home** : Move to the first cell of a row.

**Ctrl** + **Home** : Move to the first cell of the worksheet.

**Ctrl** + **End** : Move to the last cell of the worksheet.

**Ctrl** + **F** : Display the Find and Replace dialog box in search mode.

**Ctrl** + **H** : Display the Find and Replace dialog box in search and replace mode.

**Shift** + **F4** : Repeat the previous search.

**Ctrl** + **G** (Or **F5**): Display the Goto dialog box.

**Ctrl** + right arrow key or **Ctrl** + left arrow key: Move to the cell to the right or to the left.

**Alt** + Down arrow: Display the AutoComplete list.

## 5. The shortcut to insert formulas in Excel

**Alt** + = : Insert the formula for calculating AutoSum.

**Shift** + **F3** : Display the Insert Function dialog box.

**Ctrl** + **A** : Display the input method after entering the formula name.

**Ctrl** + **Shift** + **A** : Insert the arguments of the formula.

**Ctrl** + **Shift** + **Enter** : Enter a formula as an array formula.

**F4** : Convert cell address to absolute address.

**F9** : Calculate all tables in spreadsheets.

**Shift** + **F9** : Calculate the active worksheet.

**Ctrl** + **Shift** + **U** : Switch mode to expand or collapse the toolbar.

Hope these keyboard shortcuts are useful in your work. Good luck!

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