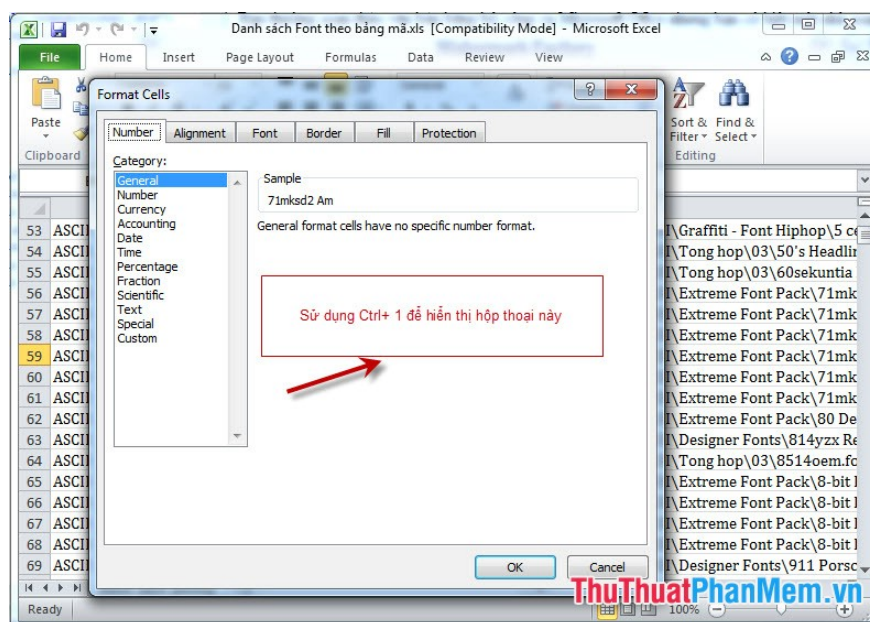


# Keyboard shortcuts in Excel

TipsMake vn will list the shortcut keys in Excel so you save time when using Excel spreadsheets.

You often edit text using the Microsoft Office toolkit, but do you know a professional editor who often uses keyboard shortcuts rather than the mouse? Using keyboard shortcuts saves many times more times than usual, TipsMake.com previously listed shortcuts in Word today TipsMake.com will list shortcuts in Excel for you to know. .



## Group 1: Common keyboard shortcuts

Enter: Move down

ESC: Deselect the data that is changing

F4 or Ctrl + Y: Repeat the previous action

Alt + Enter: Insert new line in cell

Backspace: Delete the left character or selection

Delete: Delete the right character or selection

Ctrl + Delete: Delete all text in a line

Arrow keys: Move up or down one character

Home: Go to the beginning of the line

Ctrl + D: Copy data from top to bottom

Ctrl + R: Copy data from left to right

Shift + Enter: Write data into the cell and move up in the selection

Tab: Writes data into the cell and moves to the right of the selection

Shift + Tab: Writes data into a cell and moves to the left of the selection

F2: Edit the data in cells

Backspace: Delete the character to the left in the currently edited cell

Ctrl + F3: Name the selection

F3: Paste a named name in the formula

F9: Update calculations of open Workbooks

Shift + F9: Update calculations in the current sheet

Alt + =: Insert the AutoSum formula

Ctrl + ;: Update date

Ctrl + Shift +: Enter time

Ctrl + K: Insert a Hyperlink

Ctrl + Shift + ": Copy the value of the cell above the cursor position of the current cell

Ctrl + ': Copy the value of the cell above the cursor position of the current cell

Ctrl + A: Display the Formula Palette after clicking a function name on the formula

Ctrl + Shift + A: Insert the sign () and the arguments of the function after entering the function name into the formula.

## **Group 2: Group of data format keys**

Ctrl + 1: Display the Format Cell window

Ctrl + Shift + ~: General number format

Ctrl + Shift + \$: Format a Currency number with two decimal places

Ctrl + Shift + %: Percentage number format (without decimal places)

Ctrl + Shift + ^: Exponential numeric format with two decimal places

Ctrl + Shift + #: Format data type for day, month and year

Ctrl + Shift + ?: Format a Numer style with two decimal places

Ctrl + Shift + &: Add an outer border

Ctrl + Shift + -: Remove border

Ctrl + B: Toggle bold, not bold mode

Ctrl + I: Toggle italic mode, not italic

Ctrl + E: Toggles the text mode in the middle

Ctrl + U: Toggle the underlined mode toggles

Ctrl + 5: Toggle non-hyphenation mode

Ctrl + 9: Hide lines

Ctrl + Shift + (: Display hidden lines

You finished reading the article "**Keyboard shortcuts in Excel**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.