

Newline shortcut in Excel

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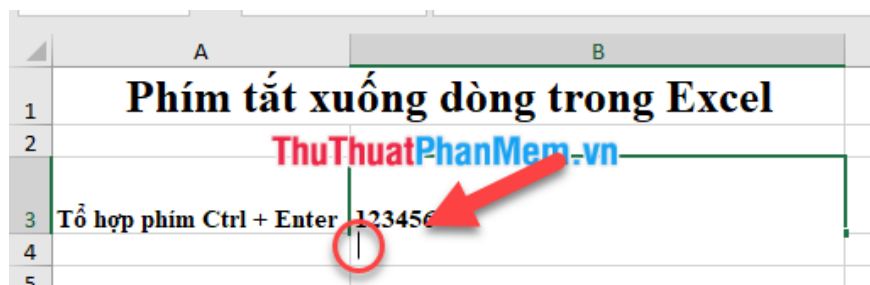
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Shortcut keys with the Alt + Enter key combination

You can break a line in a cell as quickly as possible by pressing the **Alt** and **Enter** keys on the keyboard.

Actions are as follows: You type the content as usual. Go to the next line, press **Alt** + **Enter** to move the cursor down the line.



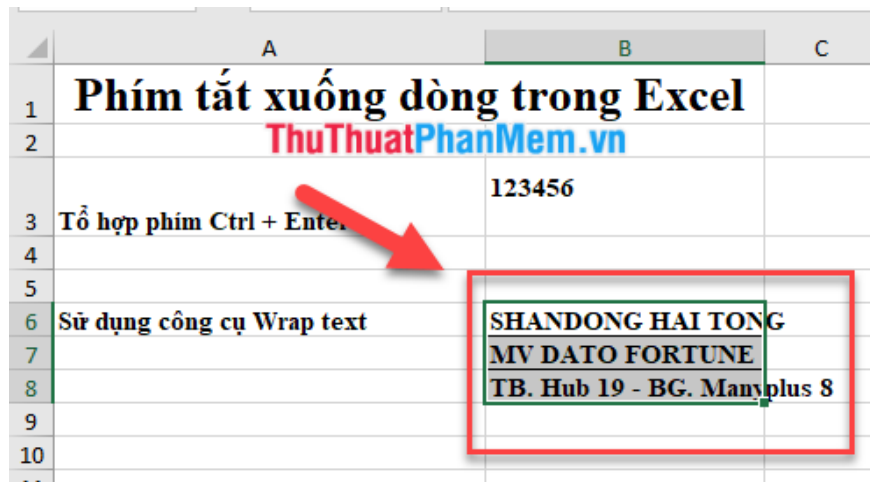
This is the most common and fastest way to create newlines in Excel. However, this approach has some limitations:

1. Failing to separate components in the usual way.
2. Making data analysis difficult.
3. This method does not apply quickly to many data cells.

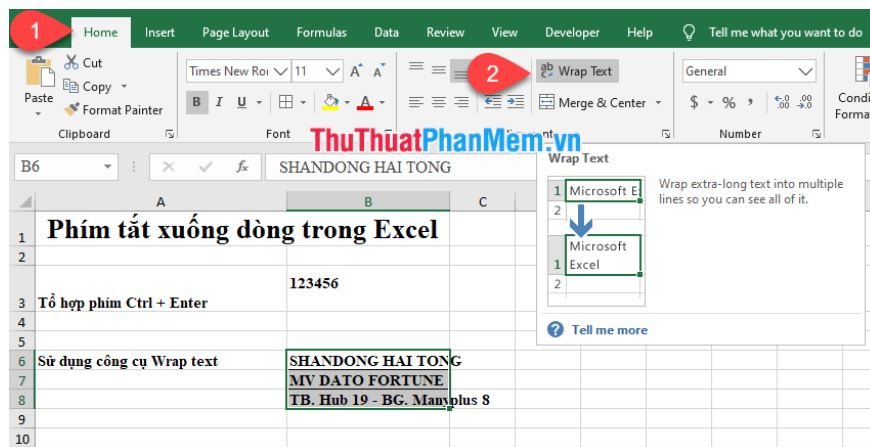
Wrap text with Wrap Text

Instead of manual line breaks as above, you can automatically wrap multiple cells at once with Wrap Text tool.

Step 1: Highlight (select) cells to be adjusted.



Step 2: On the **Home** tab (1) click on the **Wrap Text** icon (2) .



Excel will base on the width of the cell and the length of the content to align it to the appropriate line.

	A	B	C
1	Phím tắt xuống dòng trong Excel		
2	ThuThuatPhanMem.vn		
3	Tổ hợp phím Ctrl + Enter	123456	
4			
5			
6	Sử dụng công cụ Wrap text	SHANDONG HAI TONG	
7		MV DATO FORTUNE	
8		TB. Hub 19 - BG.	
9		Manyplus 8	
10			

Because this is an automatic line break, there will be many cases where the cell breaks down is easy to mislead the recipient of the information and, most notably, those cells contain header data. For example, the following worksheet:

	A	B	C	D	E	F	G
1	Phím tắt xuống dòng trong Excel						
2	ThuThuatPhanMem.vn						
3							
4	STT	Ngày	Số chứng từ	Số lượng	Đơn giá (VNĐ)	Thành tiền (VNĐ)	
5							
6							

If you use a new line with **Wrap Text** , you will get the following result:

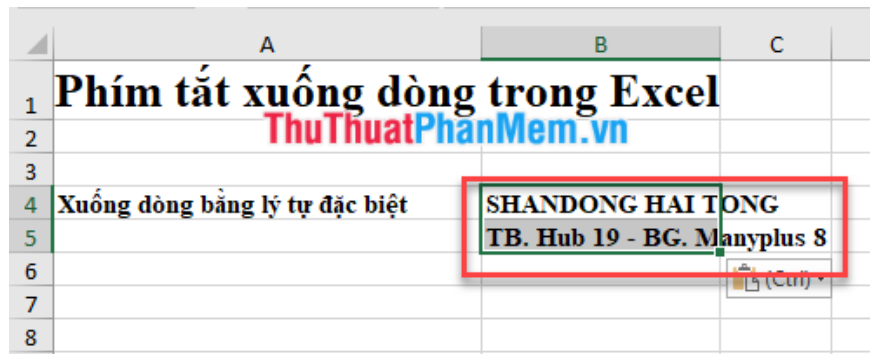
	A	B	C	D	E	F	G
1	Phím tắt xuống dòng trong Excel						
2	ThuThuatPhanMem.vn						
3							
4	STT	Ngày	Số chứng từ	Số lượng	Đơn giá (VNĐ/ người	Thành tiền (VNĐ)	
5							
6							

In cell E4, the presentation is not nice and content. With the subject line, Dexterity Software encourages you not to use the Warp Text tool.

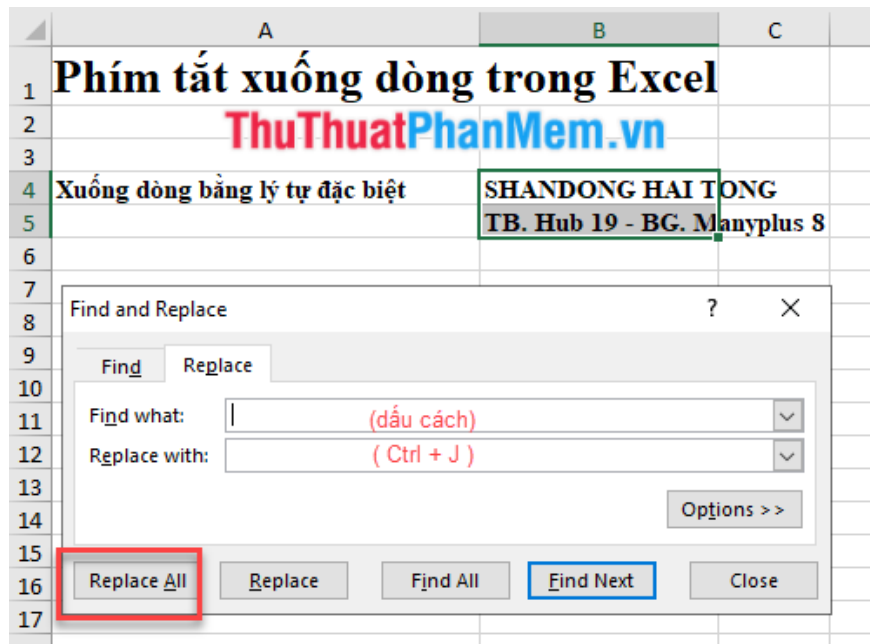
Return with special characters using the keyboard shortcut **Ctrl + J**

In addition to the above two ways, you can create new content separated by special characters (eg spaces) with the following steps:

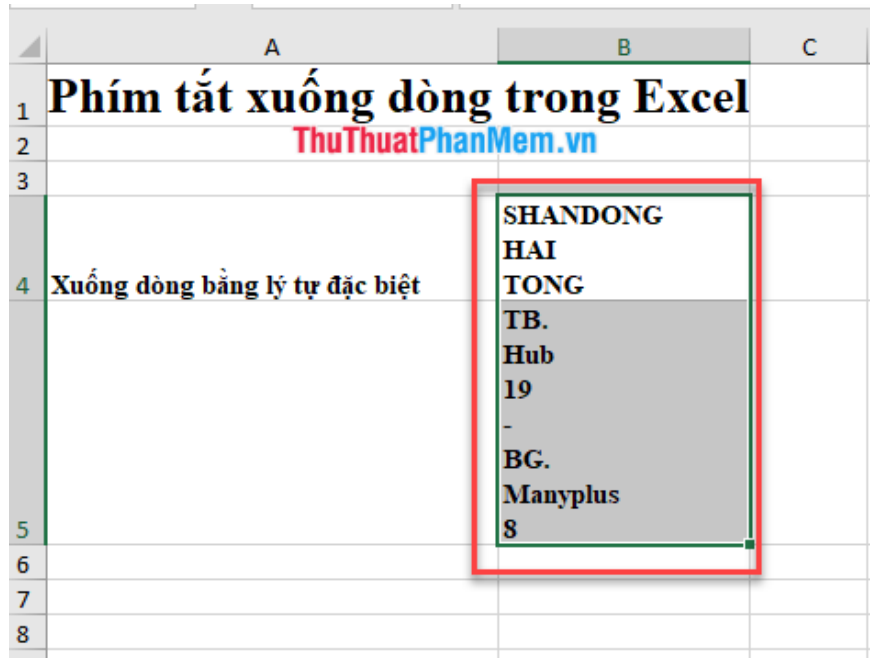
Step 1: Highlight (select) cells to be adjusted.



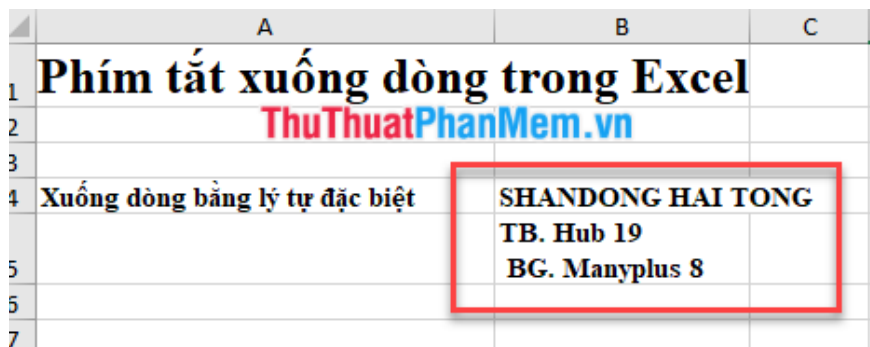
Step 2: Press **Ctrl + F** to open the **Find & Replace** tool . Open the **Replace** tab . In the **Find what:** section, type the space characters. Move cursor to the item **Replace with:** , press **Ctrl + J** . Then click the **Replace All** button .



The result is:



If you use the hyphen (-) in the **Find what:** section, you will get the results:



Above, Dexterity Software has guided you to read how to use keyboard shortcuts to create newlines in Excel in the fastest and most convenient way. Good luck.

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