

# Summary of expensive shortcuts in Microsoft Excel

In the work, especially when you have to perform many calculations, the formula in Microsoft Excel documents, the use of the mouse is strictly tortuous. Not wrong, because when you master the formulas, shortcut keys on Excel, using the keyboard will be fast and convenient a lot.

There is no denying the dense coverage of Microsoft Office software worldwide, as the number of users is increasing especially when the big Microsoft launches the latest version of Office 2016. The more you upgrade the version, the Office suite not only changes the interface, but also provides many useful features to cater to a variety of needs such as editing, presenting or calculating user data.

1. 10 ways to recover corrupted Excel files
2. How to copy data from Excel to Word?
3. 8 convenient tools in Excel you may not know yet

With Microsoft Excel, calculations will become easier especially with accountants. The basic functions in Excel will help a lot in computing, when the number of formulas you handle is too "terrible". However, if you use a mouse to calculate calculations, it will greatly reduce the speed. If you can master the formulas, the shortcut key combination on Excel will be much faster and more convenient. Join the Network Administrator to collect your priceless **Excel shortcuts** in the summary below.

## 1. Excel 2007, Excel 2010 shortcuts navigate in spreadsheets:

**Arrow keys** : Move up, down, left, or right in a spreadsheet.

**Page Down / Page Up** : Scroll to the bottom of the spreadsheet / top of the spreadsheet.

**Alt + Page Down / Alt + Page Up** : Move the screen to the right / left in a spreadsheet.

**Tab / Shift + Tab** : Move a cell to the right / left in a spreadsheet.

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

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

**Ctrl + End** : Move to the last cell containing the content on a spreadsheet.

**Ctrl + F** : Display the Find and Replace dialog box (open Search - Find).

**Ctrl + H** : Display the Find and Replace dialog box (Open Replace - Replace).

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

**Ctrl + G (or F5)** : Display the 'Go to' dialog box.

**Ctrl + left arrow / Ctrl + Right arrow** : Inside a cell: Move to the left or right cell of that cell.

**Alt + down arrow** : Displays the AutoComplete list.

## **2. Working with selected data:**

### **Select cells:**

**Shift + Space key** : Select the entire row.

**Ctrl + Space (Spacebar)** : Select the entire column.

**Ctrl + Shift + \* key (asterisk)** : Select the entire area around the active cells.

**Ctrl + A (or Ctrl + Shift key + spacebar)** : Select the entire worksheet (or the data container area).

**Ctrl + Shift + Page Up** : Select the current and previous sheet in the same Excel file.

**Shift + arrow keys** : Expand the selection from a selected cell.

**Shift + Page Down / Shift + Page Up** : Expand the selected area to the bottom of the screen page / to the top of the screen.

**Shift + Home key** : Expand the selected area to the first cell of the row.

**Ctrl + Shift + Home** : Expand the selection to the first of the spreadsheet.

**Ctrl + Shift + End** : Expand the selection to the last cell used on the spreadsheet (lower right corner).

### **Management in selected areas:**

**F8** : Turn on the selection expansion feature (using the arrow keys) without pressing the Shift key.

**Shift + F8** : Add a (adjacent or non-adjacent) range of cells to choose from. Use the arrow keys and Shift + arrow keys to add options.

**Enter / Shift + Enter** : Move the selection of the current cell down / up in the currently selected area.

**Tab / Shift + Tab** : Move the selection of the current cell to the right / left in the currently selected area.

**Esc** : Remove the currently selected area.

### **Edit inside the box:**

**Shift + left arrow / Shift + right arrow** : Select or deselect a left / right character.

**Ctrl + Shift + left arrow / Ctrl + Shift + right arrow** : Select or deselect one from the left / right.

**Shift + Home / Shift + End** : Select from the text cursor to the beginning / end of the cell.

### **3. Shortcuts in Excel 2007, Excel 2010 insert and edit data:**

#### **Shortcut Undo / Redo:**

**Ctrl + Z** : Undo previous actions (multiple levels) - Undo.

**Ctrl + Y** : Go to the next action (multiple levels) - Redo.

#### **Working with Clipboard:**

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

**Ctrl + X** : Cut the contents of the selected cell.

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

**Ctrl + Alt + V** : If data exists in clipboard: Displays the Paste Special dialog box.

#### **Shortcuts to edit cells inside:**

**F2** : Edit the currently selected cell with the mouse cursor at the end of the line.

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

**Enter** : Complete entering 1 cell and move to the bottom cell.

**Shift + Enter** : Complete entering 1 cell and move to the upper cell.

**Tab / Shift + Tab** : Complete entering 1 cell and move to the right / or left pane.

**Esc** : Cancel editing in a box.

**Backspace** : Delete the left character of the text cursor, or delete the selection.

**Delete** : Delete the character to the right of the text cursor, or delete the selection.

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

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

#### **Edit active boxes or select:**

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

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

**Ctrl + "** : Copy the contents of the cell above and in the edit state.

**Ctrl + '** : Copy the formula of the cell above and in the edit state.

**Ctrl + -** : Displays the menu to delete cells / rows / columns.

**Ctrl + Shift + +** : Displays the menu inserting cells / rows / columns.

**Shift + F2** : Insert / Edit a comment box.

**Shift + F10, then M** : Delete the comment.

**Alt + F1** : Create and insert charts with data in the current range.

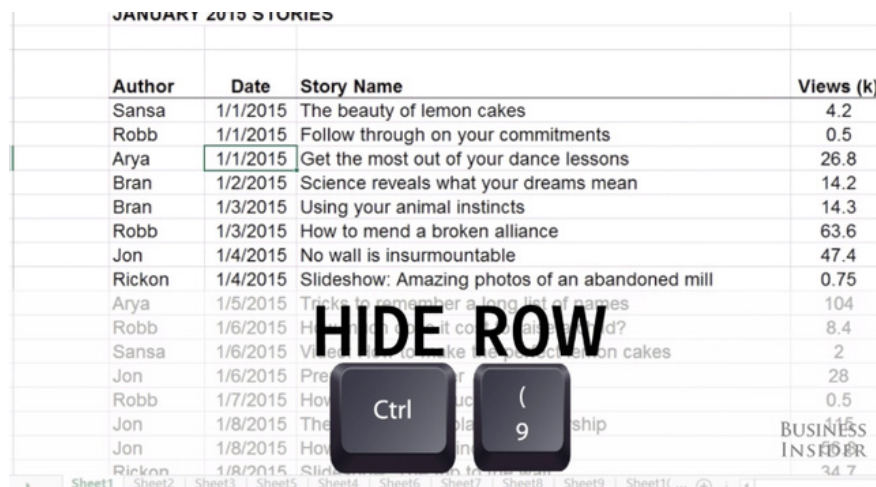
**F11** : Create and insert charts with data in the current range in a separate chart sheet.

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

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

## Hide and Show elements:

**Ctrl + 9** : Hide the selected row.



JANUARY 2015 STORIES			
Author	Date	Story Name	Views (k)
Sansa	1/1/2015	The beauty of lemon cakes	4.2
Robb	1/1/2015	Follow through on your commitments	0.5
Arya	1/1/2015	Get the most out of your dance lessons	26.8
Bran	1/2/2015	Science reveals what your dreams mean	14.2
Bran	1/3/2015	Using your animal instincts	14.3
Robb	1/3/2015	How to mend a broken alliance	63.6
Jon	1/4/2015	No wall is insurmountable	47.4
Rickon	1/4/2015	Slideshow: Amazing photos of an abandoned mill	0.75
Arya	1/5/2015	Tricks to remember a long list of names	104
Robb	1/6/2015	How to get the most out of your dance lessons?	8.4
Sansa	1/6/2015	Video: How to make the most of your lemon cakes	2
Jon	1/6/2015	Preparation for the winter	28
Robb	1/7/2015	How to mend a broken alliance	0.5
Jon	1/8/2015	The importance of a good ship	415
Jon	1/8/2015	How to mend a broken alliance	BUSINESS INSIDER
Rickon	1/8/2015	Slideshow: Amazing photos of an abandoned mill	34.7

**Ctrl + Shift + 9** : Unhide the hidden row in the selected selection.

**Ctrl + 0 (number 0)** : Hides the selected column.

	A	B	C	D	E
1		JANUARY 2015 STORIES			
2					
3		<b>Author</b>	<b>Date</b>	<b>Story Name</b>	<b>Views (k)</b>
4		Sansa	1/1/2015	The beauty of lemon cakes	4.2
5		Robb	1/1/2015	Follow through on your commitments	0.5
6		Arya	1/1/2015	Get the most out of your dance lessons	26.8
7		Bran	1/2/2015	Science reveals what your dreams mean	14.2
8		Bran	1/3/2015	Using your animal instincts	14.3
9		Robb	1/3/2015	How to mend a broken alliance	63.6
10		Jon	1/4/2015	No wall is insurmountable	47.4
11		Rickon	1/4/2015	Slideshow: Amazing photos of an abandoned mill	0.75
12		Arya	1/5/2015	Tricks to remember a long list of names	104
13		Robb	1/6/2015	How to do things you're afraid to do	8.4
14		Sansa	1/6/2015	How to stay sane in a crazy world	2
15		Jon	1/6/2015	Preparation for a long journey	28
16		Robb	1/7/2015	How to deal with a difficult situation	0.5
17		Jon	1/8/2015	The importance of a good ship	115
18		Jon	1/8/2015	How to handle a difficult situation	BUSINESS INSIDER
19		Rickon	1/8/2015	Slideshow: Amazing photos of an abandoned mill	34.7

**Ctrl + Shift + 0 (number 0)** : Unhide the hidden column in the selection.

**Note** : In Excel 2010 there is no effect, to show the column has been hidden, press: Ctrl + Z.

**Alt + Shift + Right arrow** : Row or column.

**Alt + Shift + left arrow** : Remove groups of rows or columns.

## 4. Excel 2007, Excel 2010 shortcuts relate to the data format:

### Format cells:

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

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

**Ctrl + I (or Ctrl + 3)** : Apply or cancel the italic format.

**Ctrl + U (or Ctrl + 4)** : Apply or cancel an underscore.

**Ctrl + 5** : Apply or cancel the dash format.

**Alt + '(single quotation mark)** : Displays the Style dialog box.

### Digital formats:

**Ctrl + Shift + \$** : Apply the currency format with two decimal places.

**Ctrl + Shift + ~** : Apply the number format General.

**Ctrl + Shift + # key** : Apply date format style: date, month and year.

**Ctrl + Shift + @ key** : Apply time format with hours, minutes and indicate AM or PM.

**Ctrl + Shift + ^** : Apply the scientific number format to two decimal places.

**F4** : Repeat the last format selection.

## **Align:**

**Alt + H, A, R** : Align the cells to the right.

**Alt + H, A, C** : Center the cell.

**Alt + H, A, I** : Align the left.

## **Recipe:**

**=** : Start a recipe.

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

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

**Ctrl + Shift + A** : Insert the arguments in the formula after entering the name of the formula.

**Shift + F3** : Insert a function into a formula.

**Ctrl + Shift + Enter** : Entering the formula is an array formula.

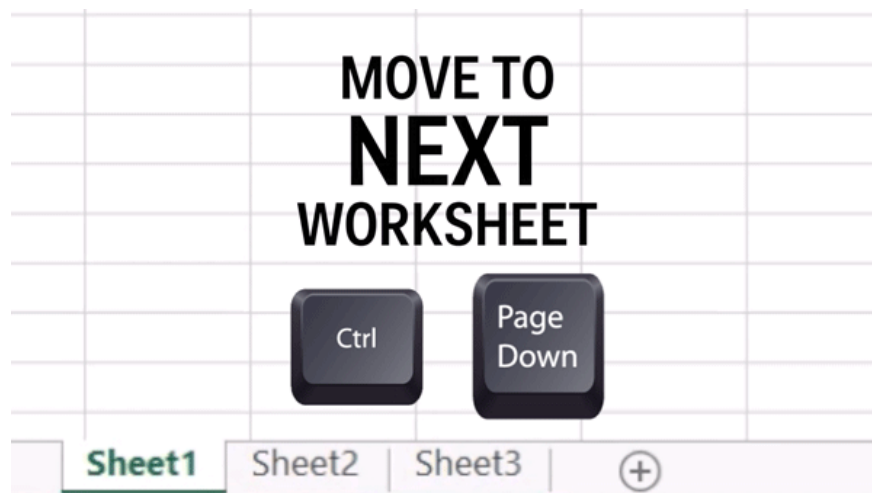
**F9** : Calculate all tables in all spreadsheets.

**Shift + F9** : Calculate active spreadsheet.

**Ctrl + Shift + U** : Change the mode to expand or collapse the formula bar.

**Ctrl + '** : Switch mode Displays the formula in the cell instead of the value.

**Ctrl + PageDown and Ctrl + PageUp** : switch between Sheets together.



**Ctrl + arrow keys** : move to the top, bottom, left and right sides of the spreadsheet. This shortcut will help us not to use the mouse to drag the slider to find the end of the table, especially with the long spreadsheet. When using the Ctrl key with any arrow keys in the direction you want to move, you will quickly reach the location you are looking for.

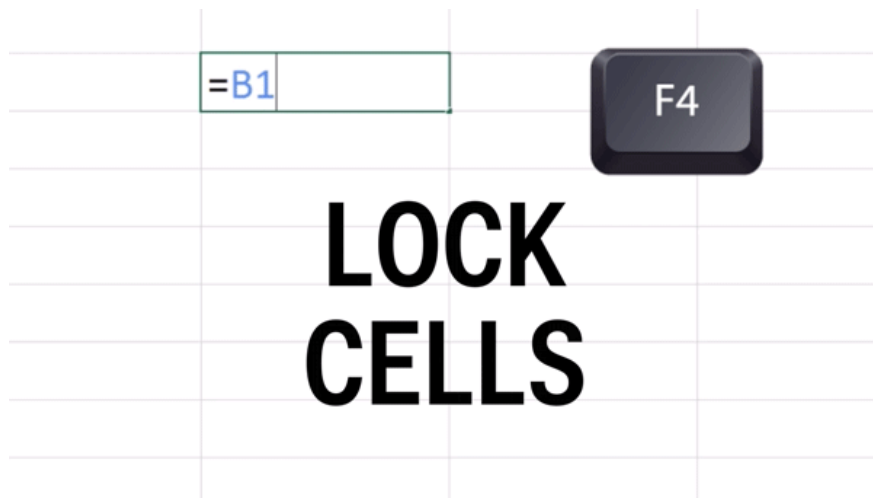
	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5		<b>Member</b>	<b>Posts</b>	<b>Likes</b>				
6		Anil Taneja	1043	775				
7		Anita Gupta	683	544				
8		Jon Lesser	865	748				
9		Kevin Szymanski	685	683				
10		Mark Linford	498	902				
11		Michael Cheung	687	453				
12		Michael Stern	556	876				
13		Trevor Baine	649	1208				
14								
15								

**Ctrl + arrow key + Shift** : select the data area to the end of the table instead of just moving the selection to the end of the table.

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5		<b>Member</b>	<b>Posts</b>	<b>Likes</b>				
6		Anil Taneja	1043	775				
7		Anita Gupta	683	544				
8		Jon Lesser	865	748				
9		Kevin Szymanski	685	683				
10		Mark Linford	498	902				
11		Michael Cheung	687	453				
12		Michael Stern	556	876				
13		Trevor Baine	649	1208				
14								
15								

**Double click the left mouse button in the box** : copy the formula to the bottom of the table. Normal operation to copy down the rows below that when the + sign appears, then hold and drag the mouse to the end of the table. However, faster, place your mouse on the plus sign, double-click the left mouse button and the formula will be copied down.

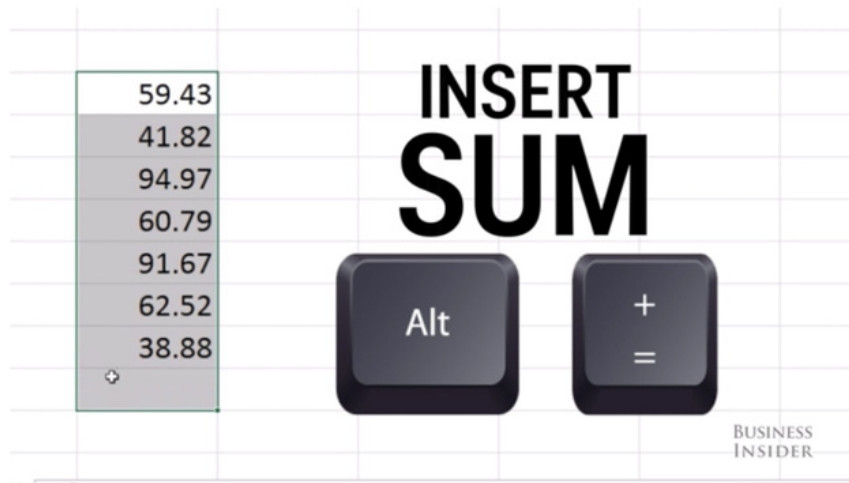




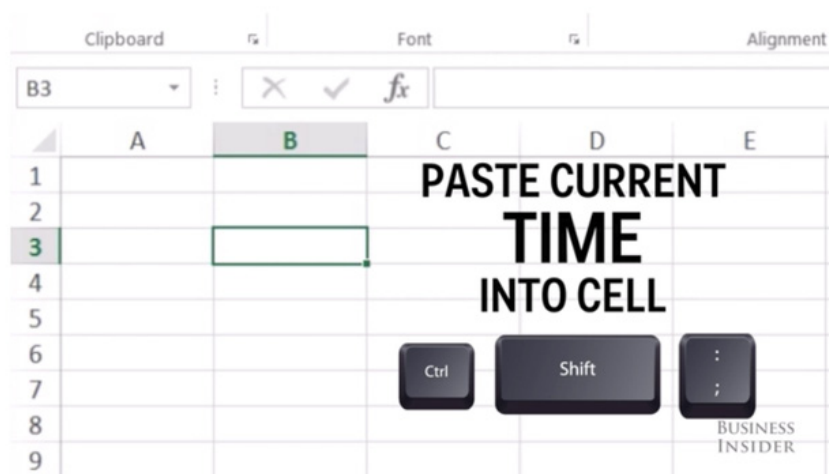
**&** : combine content of two cells. Jump to the third column and type the formula = cell 1 & " " & box 2, where the " " part creates a space between the contents of the 2 cells after transplanting. Then copy the formula to the bottom of the table to appear a column with compound content from columns 1 and 2.

	A	B	C	D	E	F
1						
2	<b>COMBINE TEXT STRINGS WITH &amp;</b>					
3						
4						
5						
6	Anil	Taneja				
7	Anita	Gupta				
8	Jon	Lesser				
9	Kevin	Szymanski				
10	Mark	Linford				
11	Michael	Cheung				
12	Michael	Stern				
13	Trevor	Baine				
14						
15						

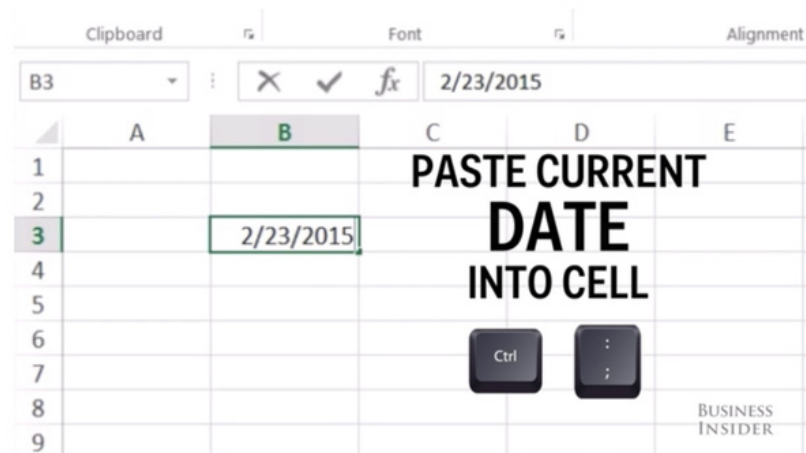
**Alt + =:** quickly calculate a column. Black out the area and apply an additional blank below then press Alt + =, the last cell value is the sum of the cells in the selection.



**Ctrl + Shift + ; (semicolon)** : quickly enter the current time in the worksheet cell.




**Ctrl + ; (semicolon)** : enter the current date in the box.



**Ctrl + ~ (edge ??number 1)** : see all cells in formulas.

Author	Total Posts	Total Views (k)
Arya	11	831
Bran	6	129
Rickon	7	152
Sansa	8	180
Robb	7	144
Jon	8	625

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So we have summarized the useful shortcuts when you work with Excel spreadsheets. With these shortcuts, your operation will be much easier, saving time processing data tables and quickly completing spreadsheet volumes in Excel. Remember to save this article for use whenever needed.

### Refer to the following article:

1. 10 ways to use the Paste feature in Excel
1. "Great way" Autorun virus removal by hand
1. Change DNS usage to make surfing faster

### I wish you all success!

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