

Summary of useful keyboard shortcuts in excel

Tips Make would like to share with you the Accounting, Office summarizing the shortcuts in excel 2007, 2010 which are very useful as follows

Format cells

Ctrl + 1: Display the Format dialog box.
Ctrl + B: Add or remove bold formatting.
Ctrl + I: Add or cancel italic format.
Ctrl + U: Add or remove an underline.
Ctrl + 5: Add or cancel dash formatting.
Alt + ': Display the Style dialog box.

Number format

Ctrl + Shift + \$: Format currency with two decimal places.
Ctrl + Shift + ~: General number format
Ctrl + Shift + %: Format percent without decimal places.
Ctrl + Shift + #: Format dates by style: day, month and year.
Ctrl + Shift + @: Format time with hours, minutes
Ctrl + Shift + ! Key: Format numbers with two decimal places and minus sign (-) for negative values.
Ctrl + Shift + ^: Format numbers with two decimal places.
F4: Repeat the selection of the last format, frozen rows and columns

Align the cell

Alt + H, A, R: Align cell to the right
Alt + H, A, C: Center the cell
Alt + H, A, L: Align cell to the left

Recipe

Alt + =: Insert the AutoSum formula.
Shift + F3: Open the Insert Function dialog box.
Ctrl + A: Open input method after entering the name of the formula.
Ctrl + Shift + A: Insert arguments in a formula after entering the name of the formula.
shift + F3: Insert a function into a formula.
Ctrl + Shift + Enter: Enter a formula as an array formula.
F4: After typing a cell reference (e.g. = E3) as an absolute reference (= \$ E \$ 4)
F9: Calculate all worksheets in all worksheets.
Shift + F9: Calculate the active worksheet.
Ctrl + Shift + U: Switch the mode to expand or collapse the formula bar.
Ctrl + `: Switch the mode to display formulas in cells instead of values

Edit the contents of the cells

Ctrl + D: Copy content in the box above

Ctrl + R: Copy cell to the left

Ctrl + "': Copy the cell contents above and in the editing state

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

Ctrl + -: Open menu to delete cells or rows or columns

Ctrl + Shift + +: Open the menu to insert cells or rows or columns

Shift + F2: Insert or edit a comment box

Shift + F10, then m: Delete the comment

Alt + F1: Create and insert a chart with data in the current range

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

Ctrl + KS: Insert a link

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

Hide and unhide data

Ctrl + 9: Hide selected rows

Ctrl + Shift + 9: Unhide hidden rows in a selection containing that row.

Ctrl + 0 (number 0): Hide the selected column.

Ctrl + Shift + 0 (number 0): Unhide the column that is currently hidden in the selection

Alt + Shift + Right arrow: Group rows or columns.

Alt + Shift + left arrow: Un groups rows or columns.

Move

Arrow Keys: Move up or down or left or right in a worksheet.

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

Alt + Page Down or Alt + Page Up: Move the screen right or left in a worksheet.

Tab or Shift + Tab: Move a cell to the right or left in a worksheet.

Ctrl + arrow key: Move to the edge of the data area

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

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

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

Ctrl + F: Search

Ctrl + H: Replace

Shift + F4: Repeat the previous search

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

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

Alt + down arrow: Display the AutoComplete list

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