



## Excel for the web Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Group data	Alt + Shift + Right Arrow key	Editing Shortcuts
2	Ungroup data	Alt + Shift + Left Arrow key	Editing Shortcuts
3	Paste Plain Text	Ctrl + Shift + V	Editing Shortcuts
4	Move Viewport To Active Cell	Ctrl + Backspace	Editing Shortcuts
5	Insert new sheet	Shift + F11	Editing Shortcuts
6	Refresh	Alt + F5	Editing Shortcuts
7	Refresh All	Ctrl + Alt + F5	Editing Shortcuts
8	Apply Auto Sum	Alt + =	Editing Shortcuts
9	Increase font size	Ctrl + Shift + .	Editing Shortcuts
10	Decrease font size	Ctrl + Shift + ,	Editing Shortcuts
11	Full calculate	Ctrl + Alt + Shift + F9	Editing Shortcuts
12	Cut	Ctrl + X	Editing Shortcuts
13	Copy	Ctrl + C	Editing Shortcuts
14	Paste	Ctrl + V	Editing Shortcuts
15	Fill Down	Ctrl + D	Editing Shortcuts
16	Fill Right	Ctrl + R	Editing Shortcuts
17	Insert Function	Shift + F3	Editing Shortcuts
18	Insert hyperlink	Ctrl + K	Editing Shortcuts
19	Redo the last action	Ctrl + Y	Editing Shortcuts
20	Undo	Ctrl + Z	Editing Shortcuts
21	Start a line in the same cell	Alt + Enter	Editing Shortcuts
22	Complete cell entry and select the cell above	Shift + Enter	Editing Shortcuts
23	Insert table	Ctrl + L	Editing Shortcuts
24	Read row from active cell	Delete	Editing Shortcuts
25	Move to the Tell me box	F2	Editing Shortcuts
26	Read row until active cell	F9	Editing Shortcuts
27	Cancel cell entry	Esc	Editing Shortcuts
28	Complete cell entry and select the cell below	Enter	Editing Shortcuts
29	Clear selected cell and start editing	Backspace	Editing Shortcuts
30	Move to the edge of the current data region	Ctrl + Arrow keys	Navigation Shortcuts
31	Move to the previous cell or command	Left Arrow key	Navigation Shortcuts
32	Go to the last cell of used range	Ctrl + End	Navigation Shortcuts
33	Go to cell A1	Ctrl + Home	Navigation Shortcuts
34	Drill up	Alt + Up Arrow key	Navigation Shortcuts
35	Open a filter menu when a table cell is selected	Alt + Shift + Down Arrow key	Navigation Shortcuts
36	Open a filter menu or drill down	Alt + Down Arrow key	Navigation Shortcuts
37	Go to a specific cell	Ctrl + G	Navigation Shortcuts
38	Repeat Find, upward	Ctrl + Shift + F4	Navigation Shortcuts
39	Repeat Find, downward	Shift + F4	Navigation Shortcuts
40	Find	Ctrl + F	Navigation Shortcuts
41	Find and Replace	Ctrl + H	Navigation Shortcuts
42	Switch to next sheet	Ctrl + Alt + Page Down key	Navigation Shortcuts
43	Switch to previous sheet	Ctrl + Alt + Page Up key	Navigation Shortcuts
44	Move down one cell	Down Arrow key	Navigation Shortcuts
45	Move right one cell	Right Arrow key	Navigation Shortcuts
46	Move up one cell	Up Arrow key	Navigation Shortcuts
47	Go to the beginning of the cell line	Home	Navigation Shortcuts
48	Move down one screen (28 rows)	Page Down key	Navigation Shortcuts
49	Move up one screen (28 rows)	Page Up key	Navigation Shortcuts
50	Rotate a shape or a picture to the left	Ctrl + Alt + Left Arrow key	Objects Shortcuts
51	Rotate a shape or a picture to the right	Ctrl + Alt + Right Arrow key	Objects Shortcuts
52	Insert Chart	Alt + F1	Objects Shortcuts
53	Follow Hyperlink	Ctrl + Enter	Objects Shortcuts
54	Insert comment	Shift + F2	Review Shortcuts
55	Spell check	Ctrl + F7	Review Shortcuts
56	Flash Fill	Ctrl + E	View Shortcuts
57	Insert Cells	Ctrl + =	View Shortcuts
58	Delete Cells	Ctrl + -	View Shortcuts
59	Hide columns	Ctrl + 0	View Shortcuts
60	Hide rows	Ctrl + 9	View Shortcuts
61	Turn on filtering for the selected cell	Ctrl + Shift + L	View Shortcuts
62	Show the field list for a linked data type	Alt + Shift + F10	View Shortcuts
63	Show the card for a linked data type	Ctrl + Shift + F5	View Shortcuts
64	Expand a collapsed group of cells	Alt + Shift + =	View Shortcuts
65	Collapse a group of cells	Alt + Shift + -	View Shortcuts
66	Unhide columns	Ctrl + Shift + 0	View Shortcuts
67	Unhide rows	Ctrl + Shift + 9	View Shortcuts
68	Show/hide ribbon	Ctrl + F1	View Shortcuts



No.	Action	Windows Shortcuts	Section
69	Reapply Filter	Ctrl + Alt + L	View Shortcuts
70	Extend selection to the last nonblank cell in the same column or row	Ctrl + Shift + Arrow keys	Selection Shortcuts
71	Select an entire row	Shift + Spacebar	Selection Shortcuts
72	Select all cells in the current region or sheet	Ctrl + A	Selection Shortcuts
73	Select an entire column	Ctrl + Spacebar	Selection Shortcuts
74	Extend selection down one screen (28 rows)	Shift + Page Down key	Selection Shortcuts
75	Extend selection up one screen (28 rows)	Shift + Page Up key	Selection Shortcuts
76	Extend selection to the beginning of the cell data	Shift + Home	Selection Shortcuts
77	Select a range of cells	Shift + Arrow keys	Selection Shortcuts
78	Apply an outline border	Ctrl + Shift + 7	Formatting Shortcuts
79	Apply strikethrough	Ctrl + 5	Formatting Shortcuts
80	Italics	Ctrl + I	Formatting Shortcuts
81	Underline	Ctrl + U	Formatting Shortcuts
82	Bold	Ctrl + B	Formatting Shortcuts
83	Open	Ctrl + O	File Commands Shortcuts
84	Save as	Alt + F2	File Commands Shortcuts
85	Print	Ctrl + P	File Commands Shortcuts
86	Open context menu	Shift + F10	Accessibility Shortcuts
87	Open shortcuts dialog	Alt + Shift + A	Accessibility Shortcuts
88	Read column header	Ctrl + Alt + Shift + H	Accessibility Shortcuts
89	Read row header	Ctrl + Alt + Shift + T	Accessibility Shortcuts
90	Read column until active cell	Ctrl + Alt + Shift + Page Up key	Accessibility Shortcuts
91	Read column from active cell	Ctrl + Alt + Shift + Page Down key	Accessibility Shortcuts
92	Read row until active cell	Ctrl + Alt + Shift + Home	Accessibility Shortcuts
93	Read row from active cell	Ctrl + Alt + Shift + End	Accessibility Shortcuts
94	Move to Tell me box	Alt + Win then Q	Accessibility Shortcuts
95	Open the File tab	Alt + Win then F	Accessibility Shortcuts
96	Open the Home tab	Alt + Win then H	Accessibility Shortcuts
97	Open the Insert tab	Alt + Win then N	Accessibility Shortcuts
98	Open the Data tab	Alt + Win then A	Accessibility Shortcuts
99	Open the Review tab	Alt + Win then R	Accessibility Shortcuts
100	Open the View tab	Alt + Win then W	Accessibility Shortcuts
101	Open the file in the Excel app	Alt + Win then O	Accessibility Shortcuts
102	Display or hide Key Tips	Alt + Win	Accessibility Shortcuts
103	Access a dialog menu to move or size it	Ctrl + Alt + Spacebar	Accessibility Shortcuts
104	Move Left one cell	Left Arrow key	Accessibility Shortcuts
105	Move between the cells, sheet tabs	Ctrl + F6	Accessibility Shortcuts

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