

Excel has built-in **keyboard shortcuts** that significantly **boost productivity**.

Editing

Cut	Ctrl	Alt	Shift	X
Copy	Ctrl	Alt	Shift	C
Paste	Ctrl	Alt	Shift	V
Paste special	Ctrl	Alt	Shift	V
Fill down	Ctrl	Alt	Shift	D
Fill right	Ctrl	Alt	Shift	R
Insert row	Ctrl	Alt	Shift	IR
Insert column	Ctrl	Alt	Shift	IC
Right click	Ctrl	Alt	Shift	F10
Insert worksheet	Ctrl	Alt	Shift	F11

Formatting

Format cells menu	Ctrl	Alt	Shift	1
Bold	Ctrl	Alt	Shift	B
Underline	Ctrl	Alt	Shift	U
Italic	Ctrl	Alt	Shift	I
Delete row/column	Ctrl	Alt	Shift	-
Number format	Ctrl	Alt	Shift	1
Date format	Ctrl	Alt	Shift	3
Currency format	Ctrl	Alt	Shift	4
Percent format	Ctrl	Alt	Shift	5
Outside border	Ctrl	Alt	Shift	7
Remove borders	Ctrl	Alt	Shift	-

Navigation

Move to last used cell	Ctrl	Alt	Shift	Arrow
Select to last used cell	Ctrl	Alt	Shift	Arrow
Move one screen up/dn	Ctrl	Alt	Shift	PgUp/PgDn
Move one tab left/right	Ctrl	Alt	Shift	PgUp/PgDn
Select column	Ctrl	Alt	Shift	Spacebar
Select row	Ctrl	Alt	Shift	Spacebar
Name manager	Ctrl	Alt	Shift	F3

Auditing

Go to precedent cell	Ctrl	Alt	Shift	[
Return from precedent cell	Ctrl	Alt	Shift	F5 Enter
Check row differences	Ctrl	Alt	Shift	\
Check column differences	Ctrl	Alt	Shift	\
Go to special ¹	F5	Alt	Shift	S

Ribbon

Show/hide ribbon	Ctrl	Alt	Shift	F1
Show accelerator keys ²	Ctrl	Alt	Shift	

File

Save	Ctrl	Alt	Shift	S
Save as	Ctrl	Alt	Shift	F12
Print	Ctrl	Alt	Shift	P
Close file	Ctrl	Alt	Shift	F4
Close all Excel files	Ctrl	Alt	Shift	F4

Other

Autosum	Ctrl	Alt	Shift	=
Enter date	Ctrl	Alt	Shift	;
Enter time	Ctrl	Alt	Shift	:

Inside Cell

Confirm change in a cell	Ctrl	Alt	Shift	Enter
Cancel cell entry and exit	Ctrl	Alt	Shift	Esc
Accept autocomplete	Ctrl	Alt	Shift	Tab
Insert line break	Ctrl	Alt	Shift	Enter
Select	Ctrl	Alt	Shift	Left/Right
Select Sections	Ctrl	Alt	Shift	Left/Right
Toggle edit mode	Ctrl	Alt	Shift	F2
Paste name into cell	Ctrl	Alt	Shift	F3
Lock cell references	Ctrl	Alt	Shift	F4

Other Navigation

Repeat last action	Ctrl	Alt	Shift	F4
Go to command	Ctrl	Alt	Shift	F5
Calculate workbook	Ctrl	Alt	Shift	F9
Go to cell A1	Ctrl	Alt	Shift	Home
Go to end of used range	Ctrl	Alt	Shift	End
Go to beginning of row	Ctrl	Alt	Shift	Home
Next workbook	Ctrl	Alt	Shift	Tab

Data Editing

Find	Ctrl	Alt	Shift	F
Replace	Ctrl	Alt	Shift	H
Undo	Ctrl	Alt	Shift	Z
Redo	Ctrl	Alt	Shift	Y
Select all	Ctrl	Alt	Shift	A

¹ Starts with F5 not Ctrl.

² Accelerator keys enable the user to navigate through the ribbon using keyboard shortcuts. Keystrokes may differ for non-English keyboards and Office versions.

Macabacus is a **productivity and brand compliance solution** for Microsoft Office.

Modeling

Fast Fill Right	Ctrl	Alt	Shift	R
Fast Fill Down	Ctrl	Alt	Shift	D
Error Wrap	Ctrl	Alt	Shift	E
Simplify Formula	Ctrl	Alt	Shift	Q

Paste

Paste Insert	Ctrl	Alt	Shift	I
Paste Duplicate	Ctrl	Alt	Shift	D
Paste Transpose	Ctrl	Alt	Shift	T

Auditing

Trace In	Ctrl	Alt	Shift	[
Trace Out	Ctrl	Alt	Shift	]
Show All Precedents	Ctrl	Alt	Shift	[
Show All Dependents	Ctrl	Alt	Shift	]
Clear Arrows	Ctrl	Alt	Shift	\
Uniformalas	Ctrl	Alt	Shift	Q

View

Zoom in	Ctrl	Alt	Shift	=
Zoom out	Ctrl	Alt	Shift	-
Toggle Gridlines	Ctrl	Alt	Shift	G
Hide Page Breaks	Ctrl	Alt	Shift	B

Rows & Columns

Row Height Cycle	Ctrl	Alt	Shift	PgUp
Column Width Cycle	Ctrl	Alt	Shift	PgUp
Group Row	Ctrl	Alt	Shift	Right
Group Column	Ctrl	Alt	Shift	Down
Ungroup Row	Ctrl	Alt	Shift	Left
Ungroup Column	Ctrl	Alt	Shift	Up
Expand All Rows	Ctrl	Alt	Shift	=
Expand All Columns	Ctrl	Alt	Shift	=
Collapse All Rows	Ctrl	Alt	Shift	-
Collapse All Columns	Ctrl	Alt	Shift	-

Export

Quick Export to PowerPoint	Ctrl	Alt	Shift	Left
Quick Export to Word	Ctrl	Alt	Shift	Right

Utilities & Other

Quick Save	Ctrl	Alt	Shift	S
Quick Save All	Ctrl	Alt	Shift	S
Quick Save As	Ctrl	Alt	Shift	F12
Quick Save Up	Ctrl	Alt	Shift	F12
Delete Comments & Notes	Ctrl	Alt	Shift	D

Numbers

General Number Cycle	Ctrl	Alt	Shift	1
Date Cycle	Ctrl	Alt	Shift	2
Currency Cycle	Ctrl	Alt	Shift	4
Percent Cycle	Ctrl	Alt	Shift	5
Multiple Cycle	Ctrl	Alt	Shift	8
Binary Cycle	Ctrl	Alt	Shift	Y
Increase Decimals	Ctrl	Alt	Shift	,
Decrease Decimals	Ctrl	Alt	Shift	.

Colors

Blue-Black Toggle	Ctrl	Alt	Shift	;
Font Color Cycle	Ctrl	Alt	Shift	'
Fill Color Cycle	Ctrl	Alt	Shift	K
Border Color Cycle	Ctrl	Alt	Shift	'
AutoColor Selection	Ctrl	Alt	Shift	A
AutoColor Sheet	Ctrl	Alt	Shift	S
AutoColor Workbook	Ctrl	Alt	Shift	Q

Alignment

Horizontal Cycle	Ctrl	Alt	Shift	H
Left Indent Cycle	Ctrl	Alt	Shift	I

Borders

Bottom Border Cycle	Ctrl	Alt	Shift	Down
Left Border Cycle	Ctrl	Alt	Shift	Left
Right Border Cycle	Ctrl	Alt	Shift	Right
Outside Border Cycle	Ctrl	Alt	Shift	7
No Border	Ctrl	Alt	Shift	-

Fonts

Font Size Cycle	Ctrl	Alt	Shift	G
Increase Font	Ctrl	Alt	Shift	F
Decrease Font	Ctrl	Alt	Shift	G

Paintbrush

Capture Paintbrush Style	Ctrl	Alt	Shift	C
Apply Paintbrush Style	Ctrl	Alt	Shift	P

Other Formatting

Underline Cycle	Ctrl	Alt	Shift	U
List Cycle	Ctrl	Alt	Shift	L
Leader Dots	Ctrl	Alt	Shift	L
Footnote Cycle	Ctrl	Alt	Shift	6
Footnote Toggle	Ctrl	Alt	Shift	6
Wrap Text	Ctrl	Alt	Shift	W
Custom Cycles	Ctrl	Alt	Shift	1-8