

EXCEL KEYBOARD SHORTCUTS

Periodic Table

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Microsoft MVP

General		Data Entry		Formatting		Formulas		Navigation						Other		Workbooks & Worksheets	
F1 Open Help	F1 Collapse Ribbon	T Create Table	↓ Auto Filter	1 Format Cells	~ General	F4 Absolute References	F3 Create Names	HOME Top of Worksheet	HOME Row Start	HOME Select to Top Worksheet	↓ Extend Select Down	↓ Select All Down	* Select Current Region	F11 Chart Sheet	N New Workbook	F11 New Worksheet	
F2 Edit Mode	C Copy	; Current Date	' Copy Formula Down	% Percentage	\$ Currency	F9 Recalc Workbook	F3 Paste Names	SPACE Select Row	0 Hide Column	ENTER Active Cell Down	↑ Extend Select Up	↑ Select All Up	O Select Comments	F11 Embedded Chart	O Open Workbook	PgDn Next Worksheet	
F4 Redo	X Cut	; Current Time	' Copy Value Down	B Bold	! Number	F9 Recalc Worksheet	F3 Function Dialog	SPACE Select Column	9 Hide Row	ENTER Active Cell Up	↑ Extend Select Right	→ Select All Right	[Select Precedents	F11 Open VBA Editor	TAB Next Workbook	PgUp Prev Worksheet	
F7 Spell Check	V Paste	D Copy Down	E Flash Fill	U Underline	@ Time	F9 Recalc Worksheet	F3 Function Dialog	SPACE Select Column	9 Hide Row	ENTER Active Cell Up	→ Extend Select Right	→ Select All Right	[Select Precedents	F11 Open VBA Editor	TAB Previous Workbook	PgUp Select Worksheets	
F7 Thesaurus	V Paste Values	D Copy Down	E Flash Fill	U Underline	@ Time	F9 Recalc Worksheet	F3 Function Dialog	SPACE Select Column	9 Hide Row	ENTER Active Cell Up	→ Extend Select Right	→ Select All Right	[Select Precedents	F11 Open VBA Editor	TAB Previous Workbook	PgUp Select Worksheets	
F12 Save As	F Find	R Copy Right	ENTER New Line (Edit Mode)	I Italics	# Date	, Show Formulas	= Auto Sum	A Current Range	(Hide Row	TAB Active Cell Right	← Extend Select Left	← Select All Left] Select Dependents	F12 Power Query Editor	W Close Workbook	P Print	
Z Undo	H Replace	K Insert Hyperlink	; Insert Emoji	5 Strikethrough	^ Scientific	F3 Name Manager	U Expand Formula Bar	G Go To Special) Hide Column	TAB Active Cell Left	. Toggle Active Cell	END Select to End Worksheet	; Select Visible Cells	6 Hide Objects	F4 Close Excel	S Save	

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