

# DOTDESIGNS

EXCEL SHORTCUT KEYS



**PREPARED FOR**

Newbies in data world

**PREPARED BY**

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# EXCEL SHORTCUT KEYS

DATA INPUT	KEYS
Open AutoComplete dropdown list	Alt+↓
Move to next cell	Enter
Move to previous cell	Shift+Enter
Move right	Tab
Move left	Shift+Tab
Current date	Ctrl+;
Current time	Ctrl+Shift+:
Copy formula from above cell	Ctrl+'
Fill down from above cell	Ctrl+D
Fill right	Ctrl+R
Flash fill	Ctrl+E
Stay in same cell when editing cell upon single cell selection	Ctrl+Enter
Copy data or formula to all selected cells when editing cell	Ctrl+Enter
Copy value (formula results) from above cell	Ctrl+Shift+"
TEXT EDITING	KEYS
Introduce a line break	Alt+Enter
Delete character to the left of cursor	Backspace
Delete character to the right of cursor	Delete
Delete to end of line	Ctrl+Delete
Move text cursor one word to the right+K45	Ctrl+→
Move text cursor one word to the left	Ctrl+←
Select cell right	Ctrl+Shift+→
Select cell left	Ctrl+Shift+←
Select one character right	Shift+→
Select one character left	Shift+←
Select to beginning of cell	Shift+Home
Select to end of the text/formula	Shift+End
WORKSHEET TABS	KEYS
New worksheet	Shift+F11
Delete worksheet	Alt,E,L
Rename current worksheet	Alt,O,H,R
Go to next worksheet	Ctrl+PgDn
Go to previous worksheet	Ctrl+PgUp
Select adjacent worksheets	Ctrl+Shift+PgUp/PgDn
Select adjacent worksheets (use mouse)	Shift+Click
Select non-adjacent worksheets (use mouse)	Ctrl+Click
Open Move or Copy window for selected sheets	Alt,E,M
Duplicate worksheet (use mouse)	Ctrl+drag
Protect and Unprotect Sheet	Alt,R,P,S
Clear print area	Alt,P,R,C
Set print area	Alt,P,R,S
OPEN-CLOSE-SAVE	KEYS
New workbook	Ctrl+N
Open workbook	Ctrl+O
Save workbook	Ctrl+S
Save as Option	F12
Close current workbook	Ctrl+F4 OR Ctrl+W
Close complete Excel	Alt+F4
ACTION AND OPTION IN A WORKBOOK	KEYS
Undo last action	Ctrl+Z
Redo last action	Ctrl+Y
Repeat last action	F4
Open Excel Options window	Alt,F,T
Open help	F1
Open the Control Menu (minimize/maximize/close window)	Alt+Space
Open spell check window	F7