1. Navigate Inside Worksheets	
Arrow Keys	Move one cell up, down, left, or right in a worksheet.
Page Down/Page Up	Move one screen down / one screen up in a worksheet.
Alt+Page Down/Alt+Page Up	Move one screen to the right / to the left in a worksheet.
Tab/Shift+Tab	Move one cell to the right / to the left in a worksheet.
Ctrl+Arrow Keys	Move to the edge of next data region (cells that contains data)
Home	Move to the beginning of a row in a worksheet.
Ctrl+Home	Move to the beginning of a worksheet.
Ctrl+End	Move to the last cell with content on a worksheet.
Ctrl+f	Display the Find and Replace dialog box (with Find selected).
Ctrl+h	Display the Find and Replace dialog box (with Replace selected).
Shift+F4	Repeat last find.
Ctrl+g (or f5)	Display the 'Go To' dialog box.
Ctrl+Arrow Left/Ctrl+Arrow Right	Inside a cell: Move one word to the left / to the right.
Home/End	Inside a cell: Move to the beginning / to the end of a cell entry.
Alt+Arrow Down	Display the AutoComplete list e.g. in cell with dropdowns or autofilter.
End	Turn 'End' mode on. In End mode, press arrow keys to move to the next nonblank cell in the same column or row as the active cell. From here use arrow keys to move by blocks of data, home to move to last cell, or enter to move to the last cell to the right.

Select the entire row.
Select the entire column.
Select the current region around the active cell.
Select the entire worksheet or the data-containing area. Pressing ctrl+a a second time then selects entire worksheet.
Select the current and previous sheet in a workbook.
Select all cells with comments.
Extend the selection by one cell.
Extend the selection to the last cell with content in row or column.
Extend the selection down one screen /up one screen.
Extend the selection to the beginning of the row.
Extend the selection to the beginning of the worksheet.
Extend the selection to the last used cell on the worksheet (lower-right corner).
Turn on extension of selection with arrow keys without having to keep pressingshift.
Add another (adjacent or non-adjacent) range of cells to the selection. Usearrow keys and shift+arrow keys to add to selection.
Select only the active cell when multiple cells are selected.
Show active cell within selection.
Move clockwise to the next corner of the selection.
Move active cell down / up in a selection.
Move active cell right / left in a selection.
Move to the right / to the left between non-adjacent selections (with multiple ranges selected).
Cancel Selection.
Select or unselect one character to the left / to the right.

Ctrl+Shift+Arrow Left/Ctrl+Shift+Arrow Right	Select or unselect one word to the left / to the right.
Shift+Home/Shift+End	Select from the insertion point to the beginning / to the end of the cell.

3. Insert and Edit Data		
Undo / Redo Shortcuts		
Ctrl+z	Undo last action (multiple levels).	
Ctrl+y	Redo last action (multiple levels).	
Work with Clipboard		
Ctrl+c	Copy contents of selected cells.	
Ctrl+x	Cut contents of selected cells.	
Ctrl+v	Paste content from clipboard into selected cell.	
Ctrl+Alt+v	If data exists in clipboard: Display the Paste Special dialog box.	
Ctrl+Shift+[+]	If data exists in clipboard: Display the Insert dialog box to insert blank cells.	
Edit Inside Cells		
F2	Edit the active cell with cursor at end of the line.	
Alt+Enter	Start a new line in the same cell.	
Enter	Complete a cell entry and move down in the selection. With multiple cells	
Linei	selected: fill cell range with current cell.	
Shift+Enter	Complete a cell entry and move up in the selection.	
Tab/Shift+Tab	Complete a cell entry and move to the right / to the left in the selection.	
Esc	Cancel a cell entry.	
Backspace	Delete the character to the left of the insertion point, or delete the selection.	
Delete	Delete the character to the right of the insertion point, or delete the selection.	
Ctrl+Delete	Delete text to the end of the line.	
Ctrl+; (semicolon)	Insert current date.	
Ctrl+Shift+: (colon)	Insert current time.	
Ctrl+t	Show all content as standard numbers. (So 14:15 becomes 14.25 etc for the entire file) To undo press ctrl + t again	
Edit Active or Selected Cells		
Ctrl+d	Fill complete cell down (Copy above cell).	
Ctrl+r	Fill complete cell to the right (Copy cell from the left).	
Ctrl+"	Fill cell values down and edit (Copy above cell values).	
Ctrl+' (apostrophe)	Fill cell formulas down and edit (Copy above cell formulas).	
Ctrl+l	Insert a table (display Create Table dialog box).	
Ctrl+-	Delete Cell/Row/Column Menu	
Ctrl+- with row / column selected	Delete row / delete column.	
Ctrl+Shift++	Insert Cell/Row/Column Menu	
Ctrl+Shift++ with row / column selected	Insert row/ insert column.	
Shift+F2	Insert / Edit a cell comment.	
Shift+f10, then m	Delete comment.	
Alt+F1	Create and insert chart with data in current range as embedded Chart Object.	
F11	Create and insert chart with data in current range in a separate Chart sheet.	
Ctrl+k	Insert a hyperlink.	
enter (in a cell with a hyperlink)	Activate a hyperlink.	
Hide and Show Elements		
Ctrl+9	Hide the selected rows.	
Ctrl+Shift+9	Unhide any hidden rows within the selection.	
Ctrl+0 (zero)	Hide the selected columns.	
Ctrl+Shift+0 (zero)	Unhide any hidden columns within the selection*.	
Ctrl+` (grave accent)	Alternate between displaying cell values and displaying cell formulas. Accent grave /not a quotation mark.	

Alt+Shift+Arrow Right	Group rows or columns.
Alt+Shift+Arrow Left	Ungroup rows or columns.
Ctrl+6	Alternate between hiding and displaying objects.
Ctrl+8	Display or hides the outline symbols.
Ctrl+6	Alternate between hiding objects, displaying objects, and displaying placeholders for objects.
*Does not seem to work anymore the-keyboard-shortcut-to-unhide-	in Excel 2010. Detailed explanation here: http://superuser.com/questions/183197/whats-a-column-in-excel-2010 why.
Adjust Column Width and Row	Height
Note: there are no default shortcu	its for this, but workaround through access keys from previous versions
Alt+o, ca	Adjust Column width to fit content. Select complete column with Ctrl+Space first, otherwise column adjusts to content of current cell). Remember Format, ColumnAdjust.
Alt+o, cw	Adjust Columns width to specific value: Option, Cow, width
Alt+o, ra	Adjust Row height to fit content: Option, Row, Adjust
Alt+o, re	Adjust Row height to specific value: Option, Row, Height
4. Format Data	
Format Cells	
Ctrl+1	Format cells dialog.
Ctrl+b (or ctrl+2)	Apply or remove bold formatting.
Ctrl+i (or ctrl+3)	Apply or remove italic formatting.
Ctrl+u (or ctrl+4)	Apply or remove an underline.
Ctrl+5	Apply or remove strikethrough formatting.
Ctrl+Shift+f	Display the Format Cells with Fonts Tab active. Press tab 3x to get to font-size Used to be ctrl+shift+p, but that seems just get to the Font Tab in 2010.
Alt+' (apostrophe / single quote)	Display the Style dialog box.
Number Formats	
Ctrl+Shift+\$	Apply the Currency format with two decimal places.
Ctrl+Shift+~	Apply the General number format.
Ctrl+Shift+%	Apply the Percentage format with no decimal places.
Ctrl+Shift+#	Apply the Date format with the day, month, and year.

Ctrl+u (or ctrl+4)	Apply or remove an underline.
Ctrl+5	Apply or remove strikethrough formatting.
Ctrl+Shift+f	Display the Format Cells with Fonts Tab active. Press tab 3x to get to font-size. Used to be ctrl+shift+p, but that seems just get to the Font Tab in 2010.
Alt+' (apostrophe / single quote)	Display the Style dialog box.
Number Formats	
Ctrl+Shift+\$	Apply the Currency format with two decimal places.
Ctrl+Shift+~	Apply the General number format.
Ctrl+Shift+%	Apply the Percentage format with no decimal places.
Ctrl+Shift+#	Apply the Date format with the day, month, and year.
Ctrl+Shift+@	Apply the Time format with the hour and minute, and indicate A.M. or P.M.
Ctrl+Shift+!	Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
Ctrl+Shift+^	Apply the Scientific number format with two decimal places.
F4	Repeat last formatting action: Apply previously applied Cell Formatting to a different Cell
Apply Borders to Cells	
Ctrl+Shift+&	Apply outline border from cell or selection
Ctrl+Shift+_ (underscore)	Remove outline borders from cell or selection
Ctrl+1, thenCtrl+Arrow Right/Arrow Left	Access border menu in 'Format Cell' dialog. Once border was selected, it will show up directly on the next Ctrl+1
Alt+t*	Set top border
Alt+b*	Set bottom Border
Alt+I*	Set left Border
Alt+r*	Set right Border
Alt+d*	Set diagonal and down border
Alt+u*	Set diagonal and up border
*In Cell Format in 'Border' Dialog Window	

Align Right

Align Center

Align Cells Alt+h, ar

Alt+h, ac

Alt+h,	, al	Align Left

5. Formulas and Names	
Formulas	
=	Start a formula.
Alt+=	Insert the AutoSum formula.
Shift+F3	Display the Insert Function dialog box.
Ctrl+a	Display Formula Window after typing formula name.
Ctrl+Shift+a	Insert Arguments in formula after typing formula name
Shift+F3	Insert a function into a formula .
Ctrl+Shift+Enter	Enter a formula as an array formula.
F4	After typing cell reference (e.g. =E3) makes reference absolute (=\$E\$4)
F9	Calculate all worksheets in all open workbooks.
Shift+F9	Calculate the active worksheet.
Ctrl+Alt+F9	Calculate all worksheets in all open workbooks, regardless of whether they
Otti Atti 5	have changed since the last calculation.
Ctrl+Alt+Shift+F9	Recheck dependent formulas, and then calculates all cells in all open
	workbooks, including cells not marked as needing to be calculated.
Ctrl+Shift+u	Toggle expand or collapse formula bar.
Ctrl+`	Toggle Show formula in cell instead of values
Names	
Ctrl+F3	Define a name or dialog.
Ctrl+Shift+F3	Create names from row and column labels.
F3	Paste a defined name into a formula.

6. Manage Multipe Worksheets	
Shortcuts to delete, rename, or move worksheets are based on the old Excel 2003 menus which still work in Excel 2010.	
Shift+F11/Alt+Shift+F1	Insert a new worksheet in current workbook.
Ctrl+Page Down/Ctrl+Page Up	Move to the next / previous worksheet in current workbook.
Shift+Ctrl+Page Down/Shift+Ctrl+Page Up	Select the current and next sheet(s) / select and previous sheet(s).
Alt+o then h r	Rename current worksheet (format, sheet, rename)
Alt+e then I	Delete current worksheet (Edit, delete)
Alt+e then m	Move current worksheet (Edit, move)

7. Manage Multiple Workbooks	
F6/Shift+F6	Move to the next pane / previous pane in a workbook that has been split.
Ctrl+F4	Close the selected workbook window.
Ctrl+n	Create a new blank workbook (Excel File)
Ctrl+Tab/Ctrl+Shift+Tab	Move to next / previous workbook window.
Alt+Space	Display the Control menu for Main Excel window.
Ctrl+F9	Minimize current workbook window to an icon. Also restores ('un-maximizes') all workbook windows.
Ctrl+F10	Maximize or restores the selected workbook window.
Ctrl+F7	Move Workbook Windows which are not maximized.
Ctrl+F8	Perform size command for workbook windows which are not maximzed.
Alt+F4	Close Excel.

8. Various Excel Features	
Ctrl+o	Open File.
Ctrl+s	Save the active file with its current file name, location, and file format.
F12	Display the Save As dialog box.
f10 (or alt)	Turn key tips on or off.

Ctrl+p	Print File (Opens print menu).
F1	Display the Excel Help task pane.
F7	Display the Spelling dialog box.
Shift+F7	Display the Thesaurus dialog box.
Alt+F8	Display the Macro dialog box.
Alt+F11	Open the Visual Basic Editor to create Macros.

9. Work with the Excel Ribbon	
Ctrl+F1	Minimize or restore the Ribbon.s
Alt/F10	Select the active tab of the Ribbon and activate the access keys. Press either of these keys again to move back to the document and cancel the access keys. and thenarrow left or arrow right
Shift+F10	Display the shortcut menu for the selected command.
Space/Enter	Activate the selected command or control in the Ribbon, Open the selected menu or gallery in the Ribbon
Enter	Finish modifying a value in a control in the Ribbon, and move focus back to the document.
F1	Get help on the selected command or control in the Ribbon. (If no Help topic is associated with the selected command, the Help table of contents for that program is shown instead.)

10. Data Forms		
Tab/Shift+Tab	Move to the next / previous field which can be edited.	
Enter/Shift+Enter	Move to the first field in the next / previous record.	
Page Down/Page Up	Move to the same field 10 records forward / back.	
Ctrl+Page Down	Move to a new record.	
Ctrl+Page Up	Move to the first record.	
Home/End	Move to the beginning / end of a field.	

11. Pivot Tables		
Arrow Keys	Navigate inside Pivot tables.	
Home/End	Select the first / last visible item in the list.	
Alt+c	Move the selected field into the Column area.	
Alt+d	Move the selected field into the Data area.	
Alt+I	Display the PivotTable Field dialog box.	
Alt+p	Move the selected field into the Page area.	
Alt+r	Move the selected field into the Row area.	
Ctrl+Shift+* (asterisk)	Select the entire PivotTable report.	
arrow keys to select the cell that contains the field, and then alt+Arrow Down	Display the list for the current field in a PivotTable report.	
PivotChart report, and then alt+Arrow	Display the list for the current page field in a PivotChart report.	
Enter	Display the selected item.	
Space	Select or clear a check box in the list.	
Ctrl+tab ctrl+Shift+Tab	select the PivotTable toolbar.	
enter then arrow down /Arrow Up	On a field button: select the area you want to move the selected field to.	
Alt+Shift+Arrow Right	Group selected PivotTable items.	
Alt+Shift+Arrow Left	Ungroup selected PivotTable items.	

12. The Rest	
Dialog Boxes	
Arrow Keys	Move between options in the active drop-down list box or between some
	options in a group of options.

Switch to the next/ previous tab in dialog box.		
In a dialog box: perform the action for the selected button, or select/clear a check box.		
Move to the next / previous option.		
Move to an option in a drop-down list box starting with the letter		
Select an option, or select or clear a check box.		
Open the selected drop-down list box.		
Perform the action assigned to the default command button in the dialog box.		
Cancel the command and close the dialog box.		
Auto Filter		
On the field with column head, display the AutoFilter list for the current column .		
Select the next item / previous item in the AutoFilter list.		
Close the AutoFilter list for the current column.		
Select the first item / last item in the AutoFilter list.		
Filter the list by using the selected item in the AutoFilter list.		
Apply filter on selected column headings.		
Work with Smart Art Graphics		
Select elements.		
Remove Focus from Selection.		
Edit Selection Text in if possible (in formula bar).		

13. Visual Basic Editor		
F1	Help	
F2	View Object Browser	
F3	Find Next	
F4	Properies Window	
F5	Run Sub/Form or Run Macro	
F6	Switch Split Windows	
F7	View Code Window	
F8	Step Into	
F9	Toggle Breakpoint	
F10	Activate Menu Bar	
Shift+F2	View definition	
Shift+F3	Find Previous	
Shift+F7	View Object	
Shift+F8	Step Over	
Shift+F9	Quick Watch	
Shift+F10	Show Right Click Menu	
Ctrl+F2	Focus To Object Box	
Ctrl+F4	Close Window	
Ctrl+F8	Run To Cursor	
Ctrl+F10	Activate Menu Bar	
Alt+F4	Close VBE	
Alt+F6	Switch Between Last 2 Windows	
Alt+F11	Return To Application	
Ctrl+Shift+F2	Go to last position	
Ctrl+Shift+F8	Step Out	
Ctrl+Shift+F9	Clear All Breakpoints	
Insert	Toggle Insert Mode	
Delete	Delete	
Home	Move to beginning of line	
End	Move to end of line	
Page Up	Page Up	
Page Down	Page Down	
Left Arrow	Left	

Right Arrow	Right
Up Arrow	Up
Down Arrow	Down
Tab	Indent
Enter	New Line
BackSpace	Delete Prev Char
Shift+Insert	Paste
Shift+Home	Select To Start Of Line
Shift+End	Select To End Of Line
Shift+Page Up	Select To Top Of Module
Shift+Page Down	Select To End Of Module
Shift+Left Arrow	Extend Selection Left 1 Char
Shift+Right Arrow	Extend Selection Right 1 Char
Shift+Up Arrow	Extend Selection Up
Shift+Down Arrow	Extend Selection Down
Shift+Tab	Outdent
Alt+Spacebar	System Menu
Alt+Tab	Cycle Applications
Alt+BackSpace	Undo
Ctrl+A	Select All
Ctrl+C	
	Copy
Ctrl+E	Export Module
Ctrl+F	Find
Ctrl+G	Immediate Window
Ctrl+H	Replace
Ctrl+l	Turn On Quick Info
Ctrl+J	List Properties/Methods
Ctrl+L	Show Call Stack
Ctrl+M	Import File
Ctrl+N	New Line
Ctrl+P	Print
Ctrl+R	Project Explorer
Ctrl+S	Save
Ctrl+T	Show Available Components
Ctrl+V	Paste
Ctrl+X	Cut
Ctrl+Y	Cut Entire Line
Ctrl+Z	Undo
Ctrl+Insert	Сору
Ctrl+Delete	Delete To End Of Word
Ctrl+Home	Top Of Module
Ctrl+End	End Of Module
Ctrl+Page Up	Top Of Current Procedure
Ctrl+Page Down	End Of Current Procedure
Ctrl+Left Arrow	Move one word to left
Ctrl+Right Arrow	Move one word to right
Ctrl+Up Arrow	Previous Procedure
Ctrl+Down Arrow	Next Procedure
Ctrl+Spacebar	Complete Word
- Ctrl+Tab	Cycle Windows
Ctrl+BackSpace	Delete To Start Of Word
Ctrl+Shift+I	Parameter Info
Ctrl+Shift+J	List Constants