

# (IFMR)

## Excel 2010 Shortcuts

### Formatting shortcuts

Bold	CTRL + B
Italic	CTRL + I
Underline	CTRL + U
Format Box	CTRL + 1
Clear cell	ALT + H + E + A
Outline border	SHIFT + CTRL + &
Remove border	SHIFT + CTRL + _
Insert a comment	SHIFT + F2
Copy	CTRL + C
Paste	CTRL + V
Paste Special	ALT H + V + S (ALT + E + S still works)
Cut	CTRL + X
Repeat	CTRL + Y
Undo	CTRL + Z
Delete selected cells	CTRL + Minus sign

### Workbook navigation shortcuts

Toggle Excel workbooks	CTRL + TAB
Split Screen	ALT + W + S (F6 to jump from pane to pane)
Freeze pane	ALT + W + F
New workbook	CTRL + N
Print	CTRL + P
Open workbook	CTRL + O (CTRL + F12)
Save workbook	CTRL + S
Activate menu bar	ALT or F10
Min / Restore Ribbon	CTRL + F1
Print preview	ALT + F + W + V (CTRL F2)
Close window	CTRL + W (CTRL + F4)
Close program	ALT + F4

### Other useful shortcuts

Excel Options	ALT + F + T
Recalculate all workbooks	F9
Display a drop-down list	ALT + up/down arrow keys
Display "Insert Function" box	ALT + I + F (SHIFT F3)
Display "Name" box	CTRL F3
Enter array formula	SHIFT + CTRL + Enter

### Auditing shortcuts

Trace immediate precedents	ALT + M + P
Trace immediate dependents	ALT + M + D
Remove tracing arrows	ALT + M + A + A
Evaluate formula	ALT + M + V
Track changes	ALT + R + G
Zoom to selection	ALT + W + G
Go to precedent cells	CTRL + [
Go to dependent cells	CTRL + ]
Go back to original cell	F5 + Enter
"Go to"	F5

### Tab navigation

Move/ Copy a tab	ALT + H + O + M
Change tab name	ALT + H + O + R
Moving to left/right tabs	CTRL + Pg Up/Down
New tab	SHIFT + F11

### Row / column shortcuts

Select column	CTRL + Space
Select row	Shift + Space
Delete row(s) / column(s)	CTRL + 'minus sign'
Add row(s) / column(s)	CTRL + SHIFT + 'plus sign'
Group / ungroup rows and columns	SHIFT + ALT + left / right arrow key
Fit column width	ALT + H + O + I

### Data editing shortcuts

Select All	CTRL + A
Fill Down	CTRL + D
Fill right	CTRL + R

### Replace

CTRL + H

Edit cells	F2
Start a formula	= (equal sign)
Insert AutoSum formula	ALT + "+"

### Cell navigation shortcuts

Go to end of contiguous range	CTRL + Arrow keys
Select a cell range	SHIFT + Arrow keys
Highlight contiguous range	SHIFT + CTRL + Arrow keys
Move to beginning of line	Home
Move to cell "A1"	CTRL + Home
Move to cell above	SHIFT + ENTER
Move to cell to the right	TAB
Move to cell to the left	SHIFT + TAB
Delete cell and get inside	BACKSPACE
Delete cell/selection	DELETE
Show formulas/values	CTRL + ~
Fill selection w/ entry	CTRL + Enter

### Data editing shortcuts when inside cell

Start new line in same cell	ALT + ENTER
Highlight within cells	SHIFT + Arrow keys
Highlight contiguous items	SHIFT + CTRL + Arrow keys
Delete preceding character	BACKSPACE
Delete character to the right	DELETE
Anchor "Fix" Cells	F4
Cancel a cell entry	ESC

Number Cycle	Ctrl Shift 1	Toggle through commonly used number formats
Color Cycle	Ctrl '	Toggle through commonly used colors
Border Shortcuts	Ctrl Alt Shift + Arrows	Easily apply left, right, top, and bottom border
Power Trace Precedents	Ctrl Shift [	Easily navigate through precedent cells of long formulas
Power Trace Dependents	Ctrl Shift ]	Easily navigate through dependent cells of long formulas
Power Fill Right	Ctrl Shift R	Automatically fill data to the right until the desired point
Autocolor cells	Ctrl Alt A	Autocolor input and formula cells based on color
Capture Paintbrush Style	Ctrl Alt C	Captures up to 5 cell formats
Apply Paintbrush Style	Ctrl Alt V	Applies previously captured cell formats

### **Alignment**

Center Cycle	Ctrl Shift C
Horizontal Cycle	Ctrl Shift H
Vertical Cycle	Ctrl Shift V
Indent Cycle	Ctrl Shift I

### **Borders**

Border Cycle	Ctrl Shift B
Border Outline	Ctrl Shift 7
Border None	Ctrl Shift -

### **Dates**

Date Cycle	Ctrl Shift 2
Year Cycle	Ctrl Shift A

### **Formulas**

Last Audited	Cell	Ctrl Shift \
Error Wrap		Ctrl Shift E
Paste Exact Formulas		Ctrl Alt E
Paste Exact Transpose		Ctrl Alt T

### **Navigation**

Worksheet Loop	Ctrl Alt PgUp /PgDn
First Worksheet	Ctrl Alt Home
Last Worksheet	Ctrl Alt End
Goto Max	Ctrl Alt Shift .
Goto Min	Ctrl Alt Shift ,

### **Text**

Underline Cycle	Ctrl Shift U
Case Cycle	Alt Shift C
List Cycle	Ctrl Alt Shift L
Wrap Text	Ctrl Shift W
Switches Cycle	Ctrl Shift Y

### **Rows**

Insert	Alt Shift Insert
Delete	Alt Shift Delete
Group Details	Alt Shift Down Arrow
Show Details	Alt Shift End
Hide Details	Alt Shift Home
Expand All	Alt Shift =
Hide All	Alt Shift -
Height Cycle	Alt Shift Page Up
Auto Height	Alt Shift Page Down
Ungroup	Alt Shift Up Arrow

### **Columns**

Insert	Ctrl Alt Shift Insert
Delete	Ctrl Alt Shift Delete
Group Details	Alt Shift Right Arrow
Show Details	Ctrl Alt Shift End
Hide Details	Ctrl Alt Shift Home
Expand All	Ctrl Alt Shift =
Hide All	Ctrl Alt Shift -
Width Cycle	Ctrl Alt Shift Page Up
Auto Width	Ctrl Alt Shift Page Down
Ungroup	Alt Shift Left Arrow
Power Hide	Ctrl Alt H