

Keyboard shortcuts in Excel

Formulas and Formats

Function	Keyboard shortcut
Format cells	Ctrl + 1
Wrap text	Alt + Enter
Number, two decimals, thousands separator	Ctrl + Skift + 1
Percent, without decimals	Ctrl + Skift + 5
Bold font	Ctrl + B (Swe: Ctrl + F)
Italic font	Ctrl + I (Swe: Ctrl + K)
Understruken stil	Ctrl + U
Insert borders	Ctrl + Skift + 6
Remove borders	Ctrl + Skift + - (minus sign)
Switch between relative and absolute references	F4
Insert AutoSum	Alt + Skift + =
Insert current date	Ctrl + Skift + ,
Insert current time	Ctrl + Skift + .
Insert Hyperlink	Ctrl + K

Edit and Select

Function	Keyboard shortcut
Edit cell	F2
Undo	Ctrl + Z
Repeat	Ctrl + Y
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V eller Enter
Paste special - Values	Ctrl + Skift + V
Paste Special dialog box	Ctrl + Alt + V
Select row	Shift + Space
Select column	Ctrl + Space
Select all/current area	Ctrl + A
Select area	Shift + Arrow keys
Select to first/last column in current range	Ctrl + Shift + Left/Right Arrow
Select to first/last row in current range	Ctrl + Shift + Up/Down Arrow
Select all used cells	Ctrl + Home, Ctrl + Shift + End
Insert/edit comment	Shift + F2
Find	Ctrl + F (Swe: Ctrl + B)
Replace	Ctrl + H
Go to	Ctrl + G / F5
Jump to cell A1	Ctrl + Home
Jump to first/last column in current range	Ctrl + Left/Right Arrow
Jump to first/last line in current range	Ctrl + Up/Down Arrow
Jump to last used cell	Ctrl + End

Workbook and sheets

Function	Keyboard shortcut
Open workbook	Ctrl + O
Create new workbook	Ctrl + N
Save	Ctrl + S
Close	Ctrl + W
Print	Ctrl + P
Insert sheet	Skift + F11
Preview	Ctrl + F2
Next sheet	Ctrl + PageDown
Previous sheet	Ctrl + PageUp
Switch between different workbooks	Ctrl + Tab
Insert row/column	Ctrl + +
Delete row/column	Ctrl + - (minus sign)

Other useful keyboard shortcuts

Function	Keyboard shortcut
Hide/show the ribbon	Ctrl + F1
Create table	Ctrl + T
Create standard charts	F11
Insert charts based on selected cells	F11
Next field in a dialog box	Tab
Next tab in a dialog box	Ctrl + Tab
Context menu (same as right-clicking)	Skift + F10
Help	F1