

DIGITAL FACT SHEET

Microsoft Excel Shortcuts

Customize Excel

Make Excel work the way you want it to.

Open the options window
Applies across Office applications



Setting changes only affect the current device. To keep your experience consistent be sure to make the same changes on new devices.

TYPE	CONTROLS	SETTINGS TO CONSIDER
Formulas	Calculation options	Workbook Calculation: Manual (can speed up a large or complex workbook, keep F9 on standby)
	Formula performance	Enable iterative calculation: off
	Error handling	Enable background error checking: off
Save	Where, how many, how often	Don't show the backstage: on
Advanced	Editing	After pressing enter, move selection: off
	Editing	Allow editing directly in cell: off
	Editing	Extend data range formats and formulas: off
	Editing	Enable AutoComplete for cell values: off
	Cut, copy and paste	Show paste options buttons when content is pasted: off
	Cut, copy and paste	Show insert options buttons: off
Customize Ribbon	Add/remove tabs and commands	User preference
Quick Access Toolbar	Add/remove functions	Add your favorite functions to access them immediately using the Alt and number keys

Keyboard Shortcuts

Combined keys Sequential keys

Columns and Rows

Select **column** or **row**

Insert or **delete** selected column or row

Data

Toggle filters

Insert sheet Delete sheet

Search or **replace**

Add or **remove** decimal place

Add a non-adjacent cell or range to a selection of cells by using the arrow keys.

Enter multiple lines in a cell

View

Normal view or **page break preview**

Toggle freeze panes

Select zoom level or **zoom to 100%**

Jump to active cell if off screen

Formulas

Toggle reveal formulas

Accept function with AutoComplete

Toggle large formula bar

AutoSum (checks for values above then left)

F Keys	If editing directly in cell is disabled, F2 moves the cursor to the formula bar	Lists named cells for reference in formulae	Out of cell F4 repeats the last action
Help	Add/edit comment , Edit active cell	Paste Name	Cycle cell reference
Go To	Cycle backwards through panes <small>Applies across Office applications</small>	Check spelling <small>Applies across Office applications</small>	Toggle extend mode
Calculate workbook	Show context menu or key tips	Create chart sheet for selection	Save As <small>Applies across Office</small>