



Excel 2026 keyboard shortcuts



Ctrl+PgDn..... Switches between worksheet tabs, from left-to-right
Ctrl+PgUp..... Switches between worksheet tabs, from right-to-left
Ctrl+Shift+&..... Applies the outline border to the selected cells
Ctrl+Shift_..... Removes the outline border from the selected cells
Ctrl+Shift+~..... Applies the General number format
Ctrl+Shift+\$..... Applies Currency format, two decimal places (negative in parens)
Ctrl+Shift+%..... Applies the Percentage format with no decimal places
Ctrl+Shift+^..... Applies the Scientific number format with two decimal places
Ctrl+Shift+#..... Applies the Date format with the day, month, and year
Ctrl+Shift+@..... Applies the Time format with the hour and minute, and AM or PM
Ctrl+Shift+..... Enters the current time
Ctrl+Shift+\"..... Copies the value from the cell above the active cell into the cell
Ctrl+Shift+Plus..... Displays the Insert dialog box to insert blank cells
Ctrl+Minus..... Displays the Delete dialog box to delete the selected cells
Ctrl+;..... Enters the current date
Ctrl+`..... Display cell values or display formulas in worksheet
Ctrl+'..... Copies a formula from the cell above the active cell into the cell
Ctrl+1..... Displays the Format Cells dialog box
Ctrl+2..... Applies or removes bold formatting
Ctrl+3..... Applies or removes italic formatting
Ctrl+4..... Applies or removes underlining
Ctrl+5..... Applies or removes strikethrough
Ctrl+6..... Alternates between hiding and displaying objects
Ctrl+8..... Displays or hides the outline symbols
Ctrl+9..... Hides the selected rows
Ctrl+0..... Hides the selected columns
Ctrl+Shift+!..... Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values
Ctrl+Shift+*..... Selects the current region around the active cell. In a PivotTable, it selects the entire PivotTable report
Ctrl+A..... Selects the entire worksheet. If the worksheet contains data,
Ctrl+A..... Selects the current region. Pressing Ctrl+A a second time selects entire worksheet. When insertion point is to the right of a function name in a formula, displays the Function Arguments

Ctrl+Shift+A..... inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula
Ctrl+B..... Applies or removes bold formatting
Ctrl+C..... Copies the selected cells
Ctrl+D..... Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below
Ctrl+E..... Adds more values to the active column by using data surrounding
Ctrl+F..... Displays the Find and Replace dialog, with the Find tab selected. Shift+F5 also displays this tab; Shift+F4 repeats last Find action. Ctrl+Shift+F opens Format Cells dialog box with Font tab selected
Ctrl+G..... Displays the Go To dialog box. F5 also displays this dialog box
Ctrl+H..... Displays the Find and Replace dialog, with Replace tab selected
Ctrl+I..... Applies or removes italic formatting
Ctrl+K..... Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks
Ctrl+L..... Displays the Create Table dialog box
Ctrl+N..... Creates a new, blank workbook
Ctrl+O..... Displays the Open dialog box to open or find a file
Ctrl+Shift+O..... selects all cells that contain comments
Ctrl+P..... Displays the Print tab in Microsoft Office Backstage view. Ctrl+Shift+P opens Format Cells dialog box with Font tab selected
Ctrl+Q..... Displays the Quick Analysis options for your data when you have cells that contain that data selected
Ctrl+R..... Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right
Ctrl+S..... Saves the active file with its current file name, location, and format
Ctrl+T..... Displays the Create Table dialog box
Ctrl+U..... Applies or removes underlining
Ctrl+Shift+U..... switches between expanding and collapsing of the formula bar
Ctrl+V..... Inserts the contents of Clipboard at insertion point and replaces any selection. Ctrl+Alt+V displays the Paste Special dialog box
Ctrl+W..... Closes the selected workbook window
Ctrl+X..... Cuts the selected cells
Ctrl+Y..... Repeats the last command or action, if possible
Ctrl+Z..... Uses the Undo command or to delete the last entry you typed

