

Excel Keyboard Shortcuts

Keyboard shortcuts are when you use a combination of keys to perform a task more efficiently. When practiced, keyboard shortcuts can save time completing a task by reducing your hand movements from the keyboard to the mouse.

Hint: To see a list of the shortcuts in this document, to the left on your screen, click the Show Document Outline icon. In the document outline, click the keyboard shortcut to quickly jump to that section in the document. Check out the [Document Outline Byte Sized Video](#) for more detail on Google's document outline.

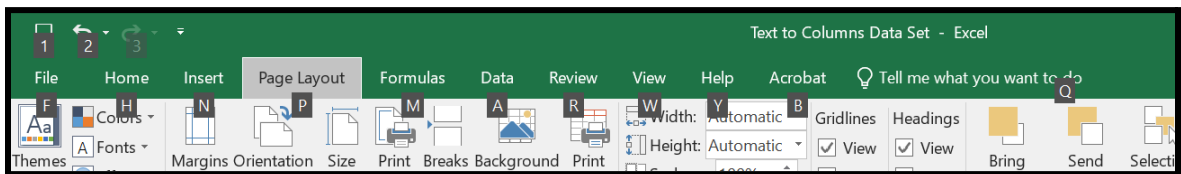
Create a new line in the same cell - **Alt + Enter**

When you need to start a new line in the same cell, using your keyboard press **Alt+Enter**.

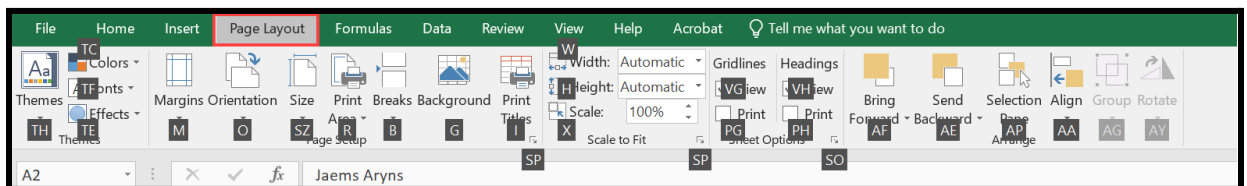
Display Shortcuts - **Alt**

There are so many keyboard shortcuts, oftentimes they are hard to remember without practice. An easy way to access keyboard shortcuts is by pressing **Alt** on your keyboard. This displays letters and numbers in the toolbar. When you type that letter or number, you will be taken to that section in the toolbar. Although this is a document for Excel Keyboard shortcuts, this feature is also available in your favorite Microsoft Office product.

1. Press the **Alt** key on your keyboard.



2. Type the letter or number. For example "P" for Page Layout.



3. Each tab displays the commands and the corresponding combination of letters or numbers. Type the combination to use the feature.

Edit a Cell - **F2**

To edit a cell without using your mouse to double click the cell, press **F2**. You'll notice the cursor is entered into the cell and now you can make your edits.

Jump to the first or last cell with data in the column or row - **Ctrl + Arrow**

To avoid scrolling using your mouse, on the column or row in which you want to jump to the last cell, on your keyboard press **Ctrl+arrow** (in any direction) to jump to the last cell in the column or row which contains data.

Select all cells in a column - **Ctrl + Spacebar**

To select all cells in a column on a spreadsheet, press **Ctrl + Spacebar**. This is particularly helpful if you are also adding a new column.

Select all cells in a row - **Shift + Spacebar**

To select all cells in a row on a spreadsheet, press **Shift + Spacebar**. This is particularly helpful if you are also adding a new row.

Spell check - **F7**

Ever get frustrated in Excel because it doesn't automatically spell check?. Press **F7** on your keyboard, and the spell check pop up displays.

