



#1 Excel tutorial on the net

Excel

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Basic

Select cell B2.

	A	B	C	D	E	F	G	H
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2	Sales	178073	227625	267445	357707			
3	Production	355081	120655	420045	255503			
4	Logistics	498287	174551	195043	364059			
5								

Chapter

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Follow Excel Easy



1. To select the entire range, press CTRL + a (if you press CTRL + a one more time Excel selects the entire sheet).

	A	B	C	D	E	F	G	H
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2	Sales	178073	227625	267445	357707			
3	Production	355081	120655	420045	255503			
4	Logistics	498287	174551	195043	364059			
5								

2. To copy the range, press CTRL + c (to cut a range, press CTRL + x).

3. Select cell A6 and press CTRL + v to paste this range.

	A	B	C	D	E	F	G	H
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2	Sales	178073	227625	267445	357707			
3	Production	355081	120655	420045	255503			
4	Logistics	498287	174551	195043	364059			
5								
6		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
7	Sales	178073	227625	267445	357707			
8	Production	355081	120655	420045	255503			
9	Logistics	498287	174551	195043	364059			
10								
11								

4. To undo this operation, press CTRL + z

Moving

Select cell B2.

	A	B	C	D	E	F	G	H
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2	Sales	178073	227625	267445	357707			
3	Production	355081	120655	420045	255503			
4	Logistics	498287	174551	195043	364059			
5								

1. To quickly move to the bottom of the range, hold down CTRL and press ↓

	A	B	C	D	E	F	G	H
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2	Sales	178073	227625	267445	357707			
3	Production	355081	120655	420045	255503			
4	Logistics	498287	174551	195043	364059			
5								

2. To quickly move to the right of the range, hold down CTRL and press →

	A	B	C	D	E	F	G	H
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2	Sales	178073	227625	267445	357707			
3	Production	355081	120655	420045	255503			
4	Logistics	498287	174551	195043	364059			
5								

Try it yourself. Hold down CTRL and press the arrow keys to move from edge to edge.

Selecting

Select cell A1.

	A	B	C	D	E	F	G	H
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2	Sales	178073	227625	267445	357707			
3	Production	355081	120655	420045	255503			
4	Logistics	498287	174551	195043	364059			
5								

1. To select cells while moving down, hold down SHIFT and press ↓ a few times.

	A	B	C	D	E	F	G	H
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2	Sales	178073	227625	267445	357707			
3	Production	355081	120655	420045	255503			
4	Logistics	498287	174551	195043	364059			
5								

2. To select cells while moving to the right, hold down SHIFT and press → a few times.

	A	B	C	D	E	F	G	H
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2	Sales	178073	227625	267445	357707			
3	Production	355081	120655	420045	255503			
4	Logistics	498287	174551	195043	364059			
5								

Formulas

Select cell F2.

	A	B	C	D	E	F	G	H
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2	Sales	178073	227625	267445	357707			
3	Production	355081	120655	420045	255503			
4	Logistics	498287	174551	195043	364059			
5								

1. To quickly insert the SUM function, press **ATL + =**, and press **Enter**.

F2		fx =SUM(B2:E2)						
	A	B	C	D	E	F	G	H
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2	Sales	178073	227625	267445	357707	1030850		
3	Production	355081	120655	420045	255503			
4	Logistics	498287	174551	195043	364059			
5								

2. Select cell F2, hold down **SHIFT** and press **↓** two times.

F2		fx =SUM(B2:E2)						
	A	B	C	D	E	F	G	H
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2	Sales	178073	227625	267445	357707	1030850		
3	Production	355081	120655	420045	255503			
4	Logistics	498287	174551	195043	364059			
5								

3. To fill a formula down, press **CTRL + d** (down).

F2		fx =SUM(B2:E2)						
	A	B	C	D	E	F	G	H
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2	Sales	178073	227625	267445	357707	1030850		
3	Production	355081	120655	420045	255503	1151284		
4	Logistics	498287	174551	195043	364059	1231940		
5								

Note: in a similar way, you can fill a formula right by pressing **CTRL + r** (right).

Formatting

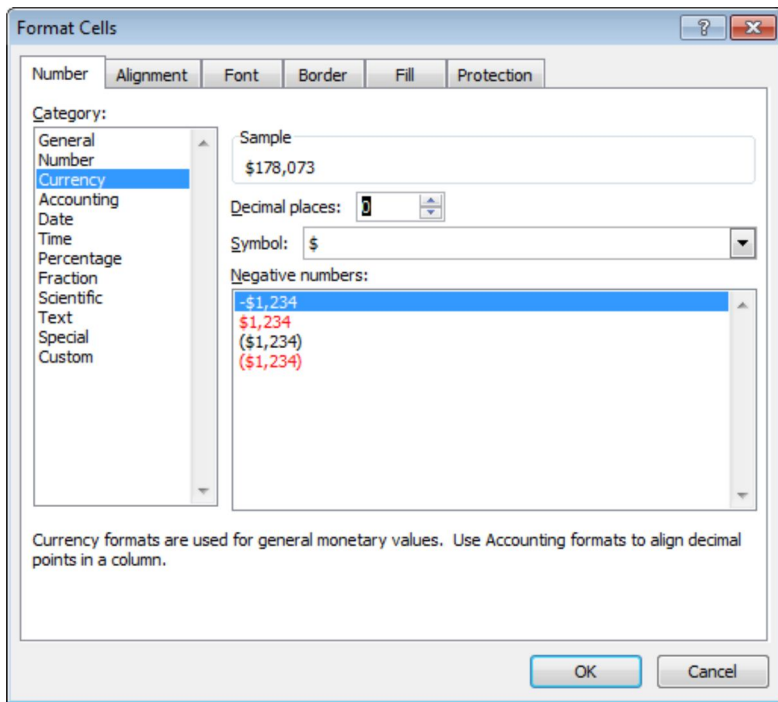
Select the range B2:F4.

	A	B	C	D	E	F	G	H
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2	Sales	178073	227625	267445	357707	1030850		
3	Production	355081	120655	420045	255503	1151284		
4	Logistics	498287	174551	195043	364059	1231940		
5								

1. To launch the 'Format cells' dialog box, press **CTRL + 1**

2. Press **TAB** and press **↓** two times to select the Currency format.

3. Press **TAB** and press **↓** two times to set the number of decimal places to 0.



4. Press Enter.

Result:

	A	B	C	D	E	F	G	H
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2	Sales	\$178,073	\$227,625	\$267,445	\$357,707	\$1,030,850		
3	Production	\$355,081	\$120,655	\$420,045	\$255,503	\$1,151,284		
4	Logistics	\$498,287	\$174,551	\$195,043	\$364,059	\$1,231,940		
5								

5. To quickly bold a range, select the range and press CTRL + b

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