

# EXCEL KEYBOARD SHORTCUTS: FOR WINDOWS

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## Frequently used shortcuts

This table lists the most frequently used shortcuts in Excel.

To do this	Press
Close a workbook	Ctrl+W
Open a workbook	Ctrl+O
Go to the Home tab	Alt+H
Save a workbook	Ctrl+S
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Remove cell contents	Delete
Choose a fill color	Alt+H, H
Cut	Ctrl+X
Go to Insert tab	Alt+N
Bold	Ctrl+B
Center align cell contents	Alt+H, A, C
Go to Page Layout tab	Alt+P
Go to Data tab	Alt+A
Go to View tab	Alt+W
Open context menu	Shift+F10, or Context key
Add borders	Alt+H, B
Delete column	Alt+H, D, C
Go to Formula tab	Alt+M
Hide the selected rows	Ctrl+9
Hide the selected columns	Ctrl+0

## Keyboard shortcuts for navigating in cells

To do this	Press
Move to the previous cell in a worksheet or the previous option in a dialog.	Shift+Tab

Move one cell up in a worksheet.	Up arrow key
Move one cell down in a worksheet.	Down arrow key
Move one cell left in a worksheet.	Left arrow key
Move one cell right in a worksheet.	Right arrow key
Move to the edge of the current data region in a worksheet.	Ctrl+Arrow key
Enter the End mode, move to the next nonblank cell in the same column or row as the active cell, and turn off End mode. If the cells are blank, move to the last cell in the row or column.	End, Arrow key
Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.	Ctrl+End
Extend the selection of cells to the last used cell on the worksheet (lower-right corner).	Ctrl+Shift+End
Move to the cell in the upper-left corner of the window when Scroll Lock is turned on.	Home+Scroll Lock
Move to the beginning of a worksheet.	Ctrl+Home
Move one screen down in a worksheet.	Page Down
Move to the next sheet in a workbook.	Ctrl+Page Down
Move one screen to the right in a worksheet.	Alt+Page Down
Move one screen up in a worksheet.	Page Up
Move one screen to the left in a worksheet.	Alt+Page Up
Move to the previous sheet in a workbook.	Ctrl+Page Up
Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.	Tab key
Open the list of validation choices on a cell that has data validation option applied to it.	Alt+Down arrow key
Cycle through floating shapes, such as text boxes or images.	Ctrl+Alt+5, then the Tab key repeatedly
Exit the floating shape navigation and return to the normal navigation.	Esc

## Keyboard shortcuts for formatting cells

To do this	Press
Open the Format Cells dialog.	Ctrl+1

Format fonts in the Format Cells dialog.	Ctrl+Shift+F or Ctrl+Shift+P
Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference.	F2
Add or edit a cell comment.	Shift+F2
Open the Insert dialog to insert blank cells.	Ctrl+Shift+Plus sign (+)
Open the Delete dialog to delete selected cells.	Ctrl+Minus sign (-)
Enter the current time.	Ctrl+Shift+colon (:)
Enter the current date.	Ctrl+semi-colon (;)
Switch between displaying cell values or formulas in the worksheet.	Ctrl+grave accent (`)
Copy a formula from the cell above the active cell into the cell or the Formula Bar.	Ctrl+apostrophe (')
Move the selected cells.	Ctrl+X
Copy the selected cells.	Ctrl+C
Paste content at the insertion point, replacing any selection.	Ctrl+V
Open the Paste Special dialog.	Ctrl+Alt+V
Italicize text or remove italic formatting.	Ctrl+I or Ctrl+3
Bold text or remove bold formatting.	Ctrl+B or Ctrl+2
Underline text or remove underline.	Ctrl+U or Ctrl+4
Apply or remove strikethrough formatting.	Ctrl+5
Switch between hiding objects, displaying objects, and displaying placeholders for objects.	Ctrl+6
Apply an outline border to the selected cells.	Ctrl+Shift+ampersand (&)
Remove the outline border from the selected cells.	Ctrl+Shift+underline (_)
Display or hide the outline symbols.	Ctrl+8
Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.	Ctrl+D
Apply the General number format.	Ctrl+Shift+tilde sign (~)
Apply the Currency format with two decimal places (negative numbers in parentheses).	Ctrl+Shift+dollar sign (\$)

Apply the Percentage format with no decimal places.	Ctrl+Shift+percent sign (%)
Apply the Scientific number format with two decimal places.	Ctrl+Shift+caret sign (^)
Apply the Date format with the day, month, and year.	Ctrl+Shift+number sign (#)
Apply the Time format with the hour and minute, and AM or PM.	Ctrl+Shift+at sign (@)
Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	Ctrl+Shift+exclamation point (!)
Open the Insert hyperlink dialog.	Ctrl+K
Check spelling in the active worksheet or selected range.	F7
Display the Quick Analysis options for selected cells that contain data.	Ctrl+Q
Display the Create Table dialog.	Ctrl+L or Ctrl+T

## Keyboard shortcuts for making selections and performing actions

To do this	Press
Select the entire worksheet.	Ctrl+A or Ctrl+Shift+Spacebar
Select the current and next sheet in a workbook.	Ctrl+Shift+Page Down
Select the current and previous sheet in a workbook.	Ctrl+Shift+Page Up
Extend the selection of cells by one cell.	Shift+Arrow key
Extend the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, to the next nonblank cell.	Ctrl+Shift+Arrow key
Turn extend mode on and use the arrow keys to extend a selection. Press again to turn off.	F8
Add a non-adjacent cell or range to a selection of cells by using the arrow keys.	Shift+F8
Start a new line in the same cell.	Alt+Enter
Fill the selected cell range with the current entry.	Ctrl+Enter
Complete a cell entry and select the cell above.	Shift+Enter
Select an entire column in a worksheet.	Ctrl+Spacebar
Select an entire row in a worksheet.	Shift+Spacebar
Select all objects on a worksheet when an object is selected.	Ctrl+Shift+Spacebar

Extend the selection of cells to the beginning of the worksheet.	Ctrl+Shift+Home
Select the current region if the worksheet contains data. Press a second time to select the current region and its summary rows. Press a third time to select the entire worksheet.	Ctrl+A or Ctrl+Shift+Spacebar
Select the current region around the active cell.	Ctrl+Shift+Asterisk (*)
Select the first command on the menu when a menu or submenu is visible.	Home
Repeat the last command or action, if possible.	Ctrl+Y
Undo the last action.	Ctrl+Z

## Keyboard shortcuts for working with data, functions, & formula bar

To do this	Press
Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference.	F2
Expand or collapse the formula bar.	Ctrl+Shift+U
Cancel an entry in the cell or Formula Bar.	Esc
Complete an entry in the formula bar and select the cell below.	Enter
Move the cursor to the end of the text when in the formula bar.	Ctrl+End
Select all text in the formula bar from the cursor position to the end.	Ctrl+Shift+End
Calculate all worksheets in all open workbooks.	F9
Calculate the active worksheet.	Shift+F9
Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.	Ctrl+Alt+F9
Check dependent formulas, and then calculate all cells in all open workbooks, including cells not marked as needing to be calculated.	Ctrl+Alt+Shift+F9
Display the menu or message for an Error Checking button.	Alt+Shift+F10
Display the Function Arguments dialog when the insertion point is to the right of a function name in a formula.	Ctrl+A
Insert argument names and parentheses when the insertion point is to the right of a function name in a formula.	Ctrl+Shift+A
Invoke <a href="#">Flash Fill</a> to automatically recognize patterns in adjacent columns and fill the current column	Ctrl+E

Cycle through all combinations of absolute and relative references in a formula if a cell reference or range is selected.	F4
Insert a function.	Shift+F3
Copy the value from the cell above the active cell into the cell or the formula bar.	Ctrl+Shift+Straight quotation mark (")
Create an embedded chart of the data in the current range.	Alt+F1
Create a chart of the data in the current range in a separate Chart sheet.	F11
Define a name to use in references.	Alt+M, M, D
Paste a name from the Paste Name dialog (if names have been defined in the workbook).	F3
Move to the first field in the next record of a data form.	Enter
Create, run, edit, or delete a macro.	Alt+F8
Open the Microsoft Visual Basic For Applications Editor.	Alt+F11

## Power Pivot keyboard shortcuts

Use the following shortcuts keyboard shortcuts with Power Pivot in Office 365, Excel 2019, Excel 2016, and Excel 2013.

Key combination	Description
<b>Right-click</b>	Open the context menu for the selected cell, column, or row.
<b>Ctrl+A</b>	Select the entire table.
<b>Ctrl+C</b>	Copy selected data.
<b>Ctrl+D</b>	Delete the table.
<b>Ctrl+M</b>	Move the table.
<b>Ctrl+R</b>	Rename the table.
<b>Ctrl+S</b>	Save the file.
<b>Ctrl+Y</b>	Redo the last action.
<b>Ctrl+Z</b>	Undo the last action.
<b>Ctrl+Spacebar</b>	Select the current column.
<b>Shift+Spacebar</b>	Select the current row.
<b>Shift+Page Up</b>	Select all cells from the current location to the last cell of the column.
<b>Shift+Page Down</b>	Select all cells from the current location to the first cell of the column.
<b>Shift+End</b>	Select all cells from the current location to the last cell of the row.



<b>Shift+Home</b>	Select all cells from the current location to the first cell of the row.
<b>Ctrl+Page Up</b>	Move to the previous table.
<b>Ctrl+Page Down</b>	Move to the next table.
<b>Ctrl+Home</b>	Move to the first cell in the upper left corner of selected table.
<b>Ctrl+End</b>	Move to the last cell in the lower right corner of selected table (the last row of the Add Column).
<b>Ctrl+Left arrow</b>	Move to the first cell of selected row.
<b>Ctrl+Right arrow</b>	Move to the last cell of selected row.
<b>Ctrl+Up arrow</b>	Move to the first cell of selected column.
<b>Ctrl+Down arrow</b>	Move to the last cell of selected column.
<b>Ctrl+Esc</b>	Close a dialog or cancel a process, such as a paste operation.
<b>Alt+Down arrow</b>	Open the AutoFilter Menu dialog.
<b>F5</b>	Open the Go To dialog.
<b>F9</b>	Recalculate all formulas in the Power Pivot window.

## Function keys

Key	Description
<b>F1</b>	<ul style="list-style-type: none"> <li>F1 alone: displays the <b>Excel Help</b> task pane.</li> <li>Ctrl+F1: displays or hides the ribbon.</li> <li>Alt+F1: creates an embedded chart of the data in the current range.</li> <li>Alt+Shift+F1: inserts a new worksheet.</li> </ul>
<b>F2</b>	<ul style="list-style-type: none"> <li>F2 alone: edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference.</li> <li>Shift+F2: adds or edits a cell comment.</li> <li>Ctrl+F2: displays the print preview area on the <b>Print</b> tab in the Backstage view.</li> </ul>
<b>F3</b>	<ul style="list-style-type: none"> <li>F3 alone: displays the <b>Paste Name</b> dialog. Available only if names have been defined in the workbook.</li> <li>Shift+F3: displays the <b>Insert Function</b> dialog.</li> </ul>
<b>F4</b>	<ul style="list-style-type: none"> <li>F4 alone: repeats the last command or action, if possible.</li> </ul> <p>When a cell reference or range is selected in a formula, F4 cycles through all the various combinations of absolute and relative references.</p>

	<ul style="list-style-type: none"> <li>• Ctrl+F4: closes the selected workbook window.</li> <li>• Alt+F4: closes Excel.</li> </ul>
<b>F5</b>	<ul style="list-style-type: none"> <li>• F5 alone: displays the <b>Go To</b> dialog.</li> <li>• Ctrl+F5: restores the window size of the selected workbook window.</li> </ul>
<b>F6</b>	<ul style="list-style-type: none"> <li>• F6 alone: switches between the worksheet, ribbon, task pane, and Zoom controls. In a worksheet that has been split , F6 includes the split panes when switching between panes and the ribbon area.</li> <li>• Shift+F6: switches between the worksheet, Zoom controls, task pane, and ribbon.</li> <li>• Ctrl+F6: switches to the next workbook window when more than one workbook window is open.</li> </ul>
<b>F7</b>	<ul style="list-style-type: none"> <li>• F7 alone: Opens the <b>Spelling</b> dialog to check spelling in the active worksheet or selected range.</li> <li>• Ctrl+F7: performs the <b>Move</b> command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press Enter, or Esc to cancel.</li> </ul>
<b>F8</b>	<ul style="list-style-type: none"> <li>• F8 alone: turns extend mode on or off. In extend mode, <b>Extended Selection</b> appears in the status line, and the arrow keys extend the selection.</li> <li>• Shift+F8: enables you to add a non-adjacent cell or range to a selection of cells by using the arrow keys.</li> <li>• Ctrl+F8: performs the Size command when a workbook is not maximized.</li> <li>• Alt+F8: displays the Macro dialog to create, run, edit, or delete a macro.</li> </ul>
<b>F9</b>	<ul style="list-style-type: none"> <li>• F9 alone: calculates all worksheets in all open workbooks.</li> <li>• Shift+F9: calculates the active worksheet.</li> <li>• Ctrl+Alt+F9: calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.</li> <li>• Ctrl+Alt+Shift+F9: rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.</li> <li>• Ctrl+F9: minimizes a workbook window to an icon.</li> </ul>
<b>F10</b>	<ul style="list-style-type: none"> <li>• F10 alone: Turns key tips on or off. (Pressing Alt does the same thing.)</li> <li>• Shift+F10: displays the shortcut menu for a selected item.</li> <li>• Alt+Shift+F10: displays the menu or message for an Error Checking button.</li> <li>• Ctrl+F10: maximizes or restores the selected workbook window.</li> </ul>
<b>F11</b>	<ul style="list-style-type: none"> <li>• F11 alone: Creates a chart of the data in the current range in a separate Chart sheet.</li> </ul>

	<ul style="list-style-type: none"> <li>• Shift+F11: inserts a new worksheet.</li> <li>• Alt+F11: opens the Microsoft Visual Basic For Applications Editor, in which you can create a macro by using Visual Basic for Applications (VBA).</li> </ul>
<b>F12</b>	<ul style="list-style-type: none"> <li>• F12 alone: displays the <b>Save As</b> dialog.</li> </ul>

## Other useful shortcut keys

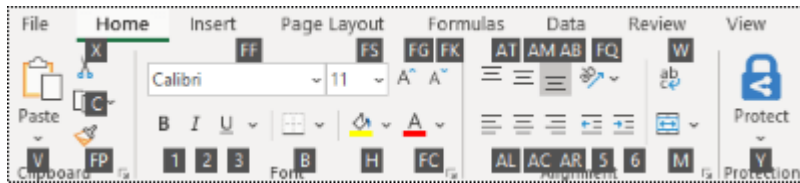
<b>Key</b>	<b>Description</b>
<b>Alt</b>	<ul style="list-style-type: none"> <li>• Displays the Key Tips (new shortcuts) on the ribbon.</li> </ul> <p>For example,</p> <ul style="list-style-type: none"> <li>• Alt, W, P switches the worksheet to Page Layout view.</li> <li>• Alt, W, L switches the worksheet to Normal view.</li> <li>• Alt, W, I switches the worksheet to Page Break Preview view.</li> </ul>
<b>Arrow keys</b>	<ul style="list-style-type: none"> <li>• Move one cell up, down, left, or right in a worksheet.</li> <li>• Ctrl+Arrow key moves to the edge of the current data region in a worksheet.</li> <li>• Shift+Arrow key extends the selection of cells by one cell.</li> <li>• Ctrl+Shift+Arrow key extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.</li> <li>• Left or Right arrow key selects the tab to the left or right when the ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu. When a ribbon tab is selected, these keys navigate the tab buttons.</li> <li>• Down or Up arrow key selects the next or previous command when a menu or submenu is open. When a ribbon tab is selected, these keys navigate up or down the tab group.</li> <li>• In a dialog, arrow keys move between options in an open drop-down list, or between options in a group of options.</li> <li>• Down or Alt+Down arrow key opens a selected drop-down list.</li> </ul>
<b>Backspace</b>	<ul style="list-style-type: none"> <li>• Deletes one character to the left in the Formula Bar.</li> <li>• Also clears the content of the active cell.</li> <li>• In cell editing mode, it deletes the character to the left of the insertion point.</li> </ul>
<b>Delete</b>	<ul style="list-style-type: none"> <li>• Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments.</li> <li>• In cell editing mode, it deletes the character to the right of the insertion point.</li> </ul>

<b>End</b>	<ul style="list-style-type: none"> <li>• End turns End mode on or off. In End mode, you can press an arrow key to move to the next nonblank cell in the same column or row as the active cell. End mode turns off automatically after pressing the arrow key. Make sure to press End again before pressing the next arrow key. End mode is shown in the status bar when it is on.</li> <li>• If the cells are blank, pressing End followed by an arrow key moves to the last cell in the row or column.</li> <li>• End also selects the last command on the menu when a menu or submenu is visible.</li> <li>• Ctrl+End moves to the last cell on a worksheet, to the lowest used row of the rightmost used column. If the cursor is in the formula bar, Ctrl+End moves the cursor to the end of the text.</li> <li>• Ctrl+Shift+End extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, Ctrl+Shift+End selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar.</li> </ul>
<b>Enter</b>	<ul style="list-style-type: none"> <li>• Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default).</li> <li>• In a data form, it moves to the first field in the next record.</li> <li>• Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command.</li> <li>• In a dialog, it performs the action for the default command button in the dialog (the button with the bold outline, often the <b>OK</b> button).</li> <li>• Alt+Enter starts a new line in the same cell.</li> <li>• Ctrl+Enter fills the selected cell range with the current entry.</li> <li>• Shift+Enter completes a cell entry and selects the cell above.</li> </ul>
<b>Esc</b>	<ul style="list-style-type: none"> <li>• Cancels an entry in the cell or Formula Bar.</li> <li>• Closes an open menu or submenu, dialog, or message window.</li> <li>• It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the ribbon and status bar again.</li> </ul>
<b>Home</b>	<ul style="list-style-type: none"> <li>• Moves to the beginning of a row in a worksheet.</li> <li>• Moves to the cell in the upper-left corner of the window when Scroll Lock is turned on.</li> <li>• Selects the first command on the menu when a menu or submenu is visible.</li> <li>• Ctrl+Home moves to the beginning of a worksheet.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ctrl+Shift+Home extends the selection of cells to the beginning of the worksheet.</li> </ul>
<b>Page Down</b>	<ul style="list-style-type: none"> <li>• Moves one screen down in a worksheet.</li> <li>• Alt+Page Down moves one screen to the right in a worksheet.</li> <li>• Ctrl+Page Down moves to the next sheet in a workbook.</li> <li>• Ctrl+Shift+Page Down selects the current and next sheet in a workbook.</li> </ul>
<b>Page Up</b>	<ul style="list-style-type: none"> <li>• Moves one screen up in a worksheet.</li> <li>• Alt+Page Up moves one screen to the left in a worksheet.</li> <li>• Ctrl+Page Up moves to the previous sheet in a workbook.</li> <li>• Ctrl+Shift+Page Up selects the current and previous sheet in a workbook.</li> </ul>
<b>Spacebar</b>	<ul style="list-style-type: none"> <li>• In a dialog, performs the action for the selected button, or selects or clears a check box.</li> <li>• Ctrl+Spacebar selects an entire column in a worksheet.</li> <li>• Shift+Spacebar selects an entire row in a worksheet.</li> <li>• Ctrl+Shift+Spacebar selects the entire worksheet.</li> <li>• If the worksheet contains data, Ctrl+Shift+Spacebar selects the current region. Pressing Ctrl+Shift+Spacebar a second time selects the current region and its summary rows. Pressing Ctrl+Shift+Spacebar a third time selects the entire worksheet.</li> <li>• When an object is selected, Ctrl+Shift+Spacebar selects all objects on a worksheet.</li> <li>• Alt+Spacebar displays the <b>Control</b> menu for the Excel window.</li> </ul>
<b>Tab key</b>	<ul style="list-style-type: none"> <li>• Moves one cell to the right in a worksheet.</li> <li>• Moves between unlocked cells in a protected worksheet.</li> <li>• Moves to the next option or option group in a dialog.</li> <li>• Shift+Tab moves to the previous cell in a worksheet or the previous option in a dialog.</li> <li>• Ctrl+Tab switches to the next tab in dialog.</li> <li>• Ctrl+Shift+Tab switches to the previous tab in a dialog.</li> </ul>

## Ribbon keyboard shortcuts

The ribbon groups related options on tabs. For example, on the **Home** tab, the **Number** group includes the **Number Format** option. Press the Alt key to display the ribbon shortcuts, called Key Tips, as letters in small images next to the tabs and options as shown in the image below.



You can combine the Key Tips letters with the Alt key to make shortcuts called Access Keys for the ribbon options. For example, press Alt+H to open the **Home** tab, and Alt+Q to move to the **Tell me** or **Search** field. Press Alt again to see KeyTips for the options for the selected tab.

In Office 2013 and Office 2010, most of the old Alt key menu shortcuts still work, too. However, you need to know the full shortcut. For example, press Alt, and then press one of the old menu keys E (Edit), V (View), I (Insert), and so on. A notification pops up saying you're using an access key from an earlier version of Microsoft Office. If you know the entire key sequence, go ahead and use it. If you don't know the sequence, press Esc and use Key Tips instead.

## Use the Access keys for ribbon tabs

To go directly to a tab on the ribbon, press one of the following access keys. Additional tabs may appear depending on your selection in the worksheet.

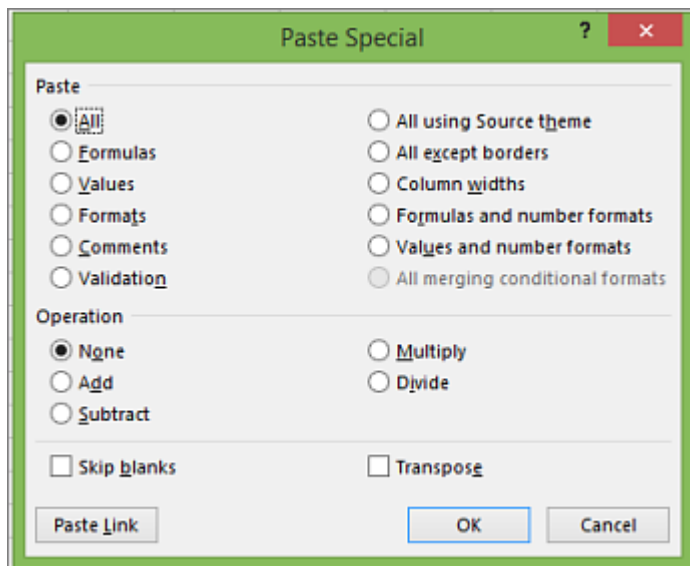
To do this	Press
Move to the Tell me or Search field on the Ribbon and type a search term for assistance or Help content.	Alt+Q, then enter the search term.
Open the File page and use Backstage view.	Alt+F
Open the Home tab and format text and numbers and use the Find tool.	Alt+H
Open the Insert tab and insert PivotTables, charts, add-ins, Sparklines, pictures, shapes, headers, or text boxes.	Alt+N
Open the Page Layout tab and work with themes, page setup, scale, and alignment.	Alt+P
Open the Formulas tab and insert, trace, and customize functions and calculations.	Alt+M
Open the Data tab and connect to, sort, filter, analyze, and work with data.	Alt+A
Open the Review tab and check spelling, add comments, and protect sheets and workbooks.	Alt+R
Open the View tab and preview page breaks and layouts, show and hide gridlines and headings, set zoom magnification, manage windows and panes, and view macros.	Alt+W

## Work in the ribbon with the keyboard

To do this	Press
Select the active tab on the ribbon, and activate the access keys.	Alt or F10. To move to a different tab, use access keys or the arrow keys.
Move the focus to commands on the ribbon.	Tab key or Shift+Tab
Move down, up, left, or right, respectively, among the items on the Ribbon.	Arrow keys
Activate a selected button.	Spacebar or Enter
Open the list for a selected command.	Down arrow key
Open the menu for a selected button.	Alt+Down arrow key
When a menu or submenu is open, move to the next command.	Down arrow key
Expand or collapse the ribbon.	Ctrl+F1
Open a context menu.	Shift+F10 Or, on a Windows keyboard, the Context key (between the right Alt and right Ctrl keys)
Move to the submenu when a main menu is open or selected.	Left arrow key

## Keyboard shortcuts in the Paste Special dialog in Excel 2013

In Excel 2013, you can paste a specific aspect of the copied data like its formatting or value using the **Paste Special** options. After you've copied the data, press Ctrl+Alt+V, or Alt+E+S to open the **Paste Special** dialog.



**Tip:** You can also select **Home > Paste > Paste Special**.

To pick an option in the dialog, press the underlined letter for that option. For example, press the letter C to pick the **Comments** option.

To do this	Press
Paste all cell contents and formatting.	A
Paste only the formulas as entered in the formula bar.	F
Paste only the values (not the formulas).	V
Paste only the copied formatting.	T
Paste only comments attached to the cell.	C
Paste only the data validation settings from copied cells.	N
Paste all cell contents and formatting from copied cells.	H
Paste all cell contents without borders.	X
Paste only column widths from copied cells.	W
Paste only formulas and number formats from copied cells.	R
Paste only the values (not formulas) and number formats from copied cells.	U

Source: Microsoft Office Support