

Keyboard Shortcuts for Online Excel

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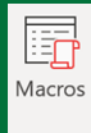
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1 About Keyboard Shortcuts

1. If an excel file is used by multiple people, it is most beneficial to access the file through Microsoft SharePoint.
2. It is a good practice to access excel files through an online SharePoint since every change made to the file is automatically saved and uploaded. This curbs the risk of losing data on a hard disk.
3. Keyboard shortcuts enhance the user experience of Excel, as it makes the process more instinctive and effortless. Below are the most important keyboard shortcuts for the online version of Excel.

2 Keyboard Shortcuts for Entering Data

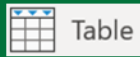
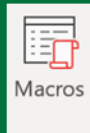
With these keyboard shortcuts, you can complete your data entry and move to the next location in your sheet.

Action	Shortcut
Add data and move to the cell below	Enter
Add data and move to the cell above	Shift + Enter
Enter data and move to the next cell in the row	Tab
Enter data and move to the previous cell in the row	Shift + Tab
Cancel entering data	Esc

3 Keyboard Shortcuts for Editing Data

When you need to edit the data you've entered, you can select, insert, and copy data easily using these shortcuts.

Action	Shortcut
Edit the cell	F2
Clear the cell	Delete
Clear and then edit the cell	Backspace
Select to the right by character	Shift + Right arrow key
Select to the left by character	Shift + Left arrow key
Select to the beginning of the cell	Shift + Home
Select to the end of the cell	Shift + End
Insert the current date	Ctrl + Semicolon (;)
Insert the current time	Ctrl + Shift + Semicolon (;)



Insert a link	Ctrl + K
Insert a table	Ctrl + L
Insert a function	Shift + F3
Insert a chart	Alt + F1
Copy the formula from above	Ctrl + Apostrophe (')
Copy the value from above	Ctrl + Shift + Apostrophe (')

4 Keyboard Shortcuts for Formatting Cells

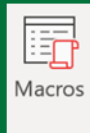
Using the following shortcuts, you can format the data inside your cells from bold or italic to a currency or percentage.

Action	Shortcut
Paste formatting	Shift + Ctrl + V
Apply number formatting	Ctrl + Shift + 1
Apply time formatting	Ctrl + Shift + 2
Apply date formatting	Ctrl + Shift + 3
Apply currency formatting	Ctrl + Shift + 4
Apply percent formatting	Ctrl + Shift + 5

5 Keyboard Shortcuts for Cells, Columns, and Rows

With these shortcuts, you can select, insert, delete, hide, and unhide cells, columns, and rows.

Action	Shortcut
Select a cell range	Shift + Arrow keys
Select a column	Ctrl + Space
Select a row	Shift + Space
Insert a cell, column, or row	Ctrl + Plus sign (+)
Delete a cell, column, or row	Ctrl + Minus sign (-)
Hide a column	Ctrl + 0
Unhide a column	Ctrl + Shift + 0
Hide a row	Ctrl + 9



6 Keyboard Shortcuts for Navigating a Sheet

Move around within a sheet or go to the next or previous one with a few simple key presses using the following commands.

Action	Shortcut
Go to a certain cell	Ctrl + G
Move up one cell	Shift + Enter or Up arrow
Move down one cell	Enter or Down arrow
Move right one cell	Tab or Right arrow
Move to the beginning of the row	Home
Move up one screen	Page Up
Move down one screen	Page Down
Move between the ribbon and the sheet	Ctrl + F6
Move to a different ribbon tab	Tab and Enter to go to the ribbon for that tab
Insert a new sheet	Shift + F11
Move to the next sheet	Ctrl + Page Down
Move to the previous sheet	Ctrl + Page Up