**Microsoft Excel 2016: Keyboard Shortcuts, Tips, and Tricks**

**Navigation**

*Navigation within a spreadsheet*

Ctrl + Arrow Key Up/Down: Move to the top/bottom of a column of data

Ctrl + Arrow Key Left/Right: Move to the farthest left/right cell in that row of data

PgUp/PgDown: Move up/down the spreadsheet in larger chunks of cells

Ctrl + Home: Navigate back to cell A1 (Or to the start of the freeze frame if it exists)

Ctrl + End: Navigate to the bottom right of the dataset or the spreadsheet

Shift + Space: Highlight the row that your cursor is in

Ctrl + Space: Highlight the row that your cursor is in

Ctrl + A: Highlight a group of cells that include all your data not including any blanks

Ctrl + A + A: Highlight entire worksheet

Shift + Arrow Keys: Navigate within your data and highlight your selection

Ctrl + Shift + Arrow Keys: Navigate and select a large selection of data

*Navigation within workbook(s)*

Ctrl + PgDn/PgUp: Move within tabs in a workbook, PgDn moves right, PgUp moves left

Shift + F11: Add a new blank worksheet to the left of your current worksheet

Alt – O – H – R: Rename a worksheet

Alt – O – H – H: Hide a worksheet

Alt – O – H – U: Unhide a worksheet

Ctrl + Shift + PgDn/PgUp: Highlight multiple tabs

Alt – E – M: Move worksheets

Alt – E – M, Alt + C: Made a copy of a worksheet

**Manipulating Worksheets**

*Manipulating Data in Worksheets*

Shift + Space, Ctrl + Shift + Plus: Add a new row above the highlighted row

Ctrl + Space, Ctrl + Shift + Plus: Add a new column left of the highlighted row

Ctrl + Shift + Plus: Brings up pop up window for adding new cells, a row or a column

Alt + Shift + Right Arrow: Group selected columns or rows

Alt + Shift + Left Arrow: Ungroup selected columns or rows

Alt – A – H: Hide grouped columns or rows

Alt – A – J: Show grouped columns or rows

Ctrl + Shift + L: Add a filter to your data

Alt + Down Arrow: Enter into a filter, use arrows keys to interact with popup window

Alt – A – C: Clear a filter

Alt + Semicolon: Select only visible cells

Alt – H – V – S: Paste special

Alt – E – S: Paste special

Alt – E – S – T: Pastes formats only

Alt – E – S – V: Pastes values only

Alt – E – S – F: Pastes formulas only

Alt – A – M: Remove duplicates from a list of data

Alt – A – S – S: Sort data

Alt + Plus: Auto sum full column of data, auto subtotal filtered data

*Formatting Data in Worksheets*

Alt – W – F – F: Add a freeze frame

Alt – H – M – C: Merge and center

Alt – H – A – C: Center align text within cell

Alt – H – A – L: Left align text within cell

Alt – H – A – R: Right align text within cell

Alt – O – C – A: Auto size column

Alt – O – C – W: Manually size column

Alt – W – V – G: Remove gridlines

Ctrl – Shift – 7: Add borders around highlighted sections

Ctrl – Shift – Minus: Clear borders around highlighted sections