

# Excel Online Keyboard Shortcuts

## Keyboard shortcuts in Excel Online

The keyboard shortcuts that are described in this Help topic refer to the U.S. keyboard layout. Keys on other layouts might not correspond exactly to the keys on a U.S. keyboard.

For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press are separated by a plus sign (+). For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press are separated by a comma (,).

To print this topic, press Ctrl+P.

To search in this topic, press Ctrl+F, type the search text in the box, and then press Enter.

## Microsoft Excel Online keyboard shortcuts

Keyboard shortcuts in Excel Online are very similar to keyboard shortcuts in Microsoft Excel. The keyboard shortcuts listed in this article are for the most common tasks in Excel Online. For a list of keyboard shortcuts in Microsoft Excel 2013, see [Keyboard shortcuts in Excel](#).

### Excel Online commands

TO DO THIS	PRESS
Move between ribbon and workbook content	Ctrl+F6
Activate a different ribbon tab	Tab, Enter
Move among ribbon commands	Tab
Execute the currently selected ribbon command	Enter

### Work with worksheets

TO DO THIS	PRESS
Find	Ctrl+F, or Shift+F5
Repeat Find down	Shift+F4
Repeat Find up	Ctrl+Shift+F4

### Move and scroll within worksheets

TO DO THIS	PRESS
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Up one cell	Up Arrow, or Shift+Enter
Down one cell	Down Arrow, or Enter
Right one cell	Right Arrow, or Tab
Left one cell	Left Arrow, or Shift+Tab
Beginning of the row	Home
Go to A1	Ctrl+Home
Last cell of used range	Ctrl+End
Move down one screen	Page Down
Move up one block of rows	Page Up

## Work with objects

TO DO THIS	PRESS
Open menu/Drill down	Alt+Down Arrow
Drill up	Alt+Up Arrow
Follow hyperlink	Ctrl+Enter

## Select cells, rows and columns, and objects

TO DO THIS	PRESS
Range of cells	Shift+Arrow keys
Entire column	Ctrl+SPACE
Entire row	Shift+SPACE
To beginning of row	Shift+Home
Up block of cells in current column	Shift+Page Up
Down block of cells in current column	Shift+Page Down

## Move within a selected range

TO DO THIS	PRESS
From top to bottom (or forward through selection)	Enter
From bottom to top (or back through selection)	Shift+Enter
Forward through a row (or down through a single-column selection)	Tab
Back through a row (or up through a single-column selection)	Shift+Tab

## Calculate data

TO DO THIS	PRESS
Calculate workbook (refresh)	F9
Full calculate	Ctrl+Shift+Alt+F9

## Refresh external data

TO DO THIS	PRESS
Refresh	Alt+F5
Refresh all	Ctrl+Alt+F5

## Edit cells

TO DO THIS	PRESS
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Redo	Ctrl+Y

## Enter data

TO DO THIS	PRESS
Complete cell entry and select the cell below	Enter
Complete cell entry and select the cell above	Shift+Enter
Complete cell entry and select the next cell in the row	Tab
Complete cell entry and select the previous cell in the row	Shift+Tab
Cancel cell entry	Esc
Start a new line in the same cell	Alt+Enter
Insert hyperlink	Ctrl+K
Insert Table	Ctrl+L

## Edit data within a cell

TO DO THIS	PRESS
Edit selected cell	F2
Clear selected cell	Delete
Clear selected cell and start editing	Backspace
Move right one character	Right Arrow
Move left one character	Left Arrow
Move right one word	Ctrl+Right Arrow
Move left one word	Ctrl+Left Arrow
Go to beginning of cell data	Home
Go to end of cell data	End
Select right by character	Shift+Right Arrow
Select left by character	Shift+Left Arrow
Select right by word	Shift+Ctrl+Right Arrow
Select left by word	Shift+Ctrl+Left Arrow
Select to beginning of cell data	Shift+Home

Select to end of cell data

Shift+End

Copy

Ctrl+C

Cut

Ctrl+X

Paste

Ctrl+V

## Format cells

TO DO THIS	PRESS
Bold	Ctrl+B
Italics	Ctrl+I
Underline	Ctrl+U