

# Excel Keyboard Shortcuts

## How to perform the keyboard shortcuts:

+ (plus) separator means press and **hold** each key in order.

, (comma) separator means press and **release** each key in order.

Learn more at [excelcampus.com/shortcuts](https://excelcampus.com/shortcuts)

#	Shortcut	Windows	Mac	Web
<b>01. Cells &amp; Ranges: Navigation</b>				
1	Select the first visible cell in the sheet (or bottom-right of freeze panes)	Ctrl+Home	Fn+Ctrl+←	Ctrl+Home
2	Select the last used cell in the sheet	Ctrl+End	Fn+Ctrl+→	Ctrl+End
3	Select first cell in the row of the active cell	Home	Fn+←	Home
4	Turn on End Mode (similar to Ctrl+Arrow Keys)	End	Fn+→	End
5	Select the first/last cell of a region (non-blank cells) moving up	Ctrl+↑	Ctrl+↑	Ctrl+↑
6	Select the first/last cell of a region (non-blank cells) moving right	Ctrl+→	Ctrl+→	Ctrl+→
7	Select the first/last cell of a region (non-blank cells) moving down	Ctrl+↓	Ctrl+↓	Ctrl+↓
8	Select the first/last cell of a region (non-blank cells) moving left	Ctrl+←	Ctrl+←	Ctrl+←
9	Select cell one screen down from the active cell	PgDn	Fn+↓	PgDn
10	Select cell one screen up from the active cell	PgUp	Fn+↑	PgUp
11	Select cell one screen to the right of the active cell	Alt+PgDn	Fn+Alt+↓	
12	Select cell one screen to the left of the active cell	Alt+PgUp	Fn+Alt+↑	
13	Move one cell up	↑	↑	↑
14	Move one cell right	→	→	→
15	Move one cell down	↓	↓	↓
16	Move one cell left	←	←	←
17	Go back to hyperlink	Ctrl+G,Enter	Ctrl+G,Return	
18	Open the Find window	Ctrl+F	Cmd+F	Ctrl+F
19	Open the Find & Replace window	Ctrl+H	Ctrl+H	Ctrl+H
20	Find next match	Shift+F4	Cmd+G	Shift+F4
21	Find previous match	Ctrl+Shift+F4	Cmd+Shift+G	Ctrl+Shift+F4
<b>02. Cells &amp; Ranges: Formulas</b>				
22	Begin entering a formula	= OR +	= OR +	= OR +
23	Insert function into formula with autocomplete	Tab	↓Tab	Tab
24	Edit the active cell	F2	Ctrl+U	F2
25	Toggle Enter and Edit modes while editing formula	F2	Ctrl+U	F2
26	Exit cell edit mode	Esc	Esc	Esc
27	Toggle absolute and relative references	F4	Cmd+T	F4

#	Shortcut	Windows	Mac	Web
28	AutoSum	Alt+=	Cmd+Shift+T	Alt+=
29	Open Function Arguments window (when text cursor is inside function)	Ctrl+A	Ctrl+A	
30	Open the Insert Function window	Shift+F3	Fn+Shift+F3	Shift+F3
31	Show Formulas instead of Values in cells (toggle)	Ctrl+` or Ctrl+~	Ctrl+`	
32	Expand or collapse the formula bar	Ctrl+Shift+U	Ctrl+Shift+U	
33	Calculate worksheets	F9	Fn+F9	F9
34	Calculate active worksheet	Shift+F9	Fn+Shift+F9	
35	Calculate entire workbook	Ctrl+Alt+F9		Ctrl+Shift+Alt+F9
36	Insert name into formula	F3		
37	Open Name Manager window	Ctrl+F3	Fn+Ctrl+F3	
38	Open Create Names From Selection window	Ctrl+Shift+F3	Fn+Ctrl+Shift+F3	
39	Set focus on Name Box	Alt+F3		
40	Enter array formula	Ctrl+Shift+Enter	Ctrl+Shift+Return	
41	Evaluate selected text in a formula	F9	Fn+F9	F9
42	Insert function arguments	Ctrl+Shift+A	Ctrl+Shift+A	Ctrl+Shift+A
<b>03. Cells &amp; Ranges: Entering data</b>				
43	Open AutoComplete dropdown list	Alt+↓	Alt+↓	Alt+↓
44	Enter and move to next cell (based on direction set in Excel Options)	Enter	Return	Enter
45	Enter and move to previous cell (based on direction set in Excel Options)	Shift+Enter	Shift+Return	Shift+Enter
46	Enter and move right	Tab	Tab	Tab
47	Enter and move left	Shift+Tab	Shift+Tab	Shift+Tab
48	Insert current date	Ctrl+;	Ctrl+;	Ctrl+;
49	Insert current time	Ctrl+Shift+;	Cmd+;	
50	Copy formula from cell above	Ctrl+'	Ctrl+'	Ctrl+'
51	Copy value (result of formula) from cell above	Ctrl+Shift+'	Ctrl+Shift+'	
52	Fill down from cell above	Ctrl+D	Ctrl+D	
53	Fill right	Ctrl+R	Ctrl+R	
54	Flash fill	Ctrl+E		Ctrl+E
55	Stay in same cell when editing cell when single cell is selected	Ctrl+Enter	Ctrl+Return	Ctrl+Enter
56	Copy data or formula to all selected cells when editing cell	Ctrl+Enter	Ctrl+Return	Ctrl+Enter
<b>04. Cells &amp; Ranges: Editing Text</b>				
57	Enter a line break (new line) in a cell	Alt+Enter	Ctrl+Alt+Return	Alt+Enter
58	Delete character to the left of cursor	Backspace	Delete	Backspace
59	Delete character to the right of cursor	Delete	Fn+Delete	Delete
60	Delete to end of line	Ctrl+Delete	Ctrl+Delete	Ctrl+Delete
61	Move text cursor one word to the right	Ctrl+→	Ctrl+→	Ctrl+→
62	Move text cursor one word to the left	Ctrl+←	Ctrl+←	Ctrl+←

#	Shortcut	Windows	Mac	Web
63	Select one word right	Ctrl+Shift+→	Ctrl+Shift+→	Ctrl+Shift+→
64	Select one word left	Ctrl+Shift+←	Ctrl+Shift+←	Ctrl+Shift+←
65	Select one character right	Shift+→	Shift+→	Shift+→
66	Select one character left	Shift+←	Shift+←	Shift+←
67	Select to beginning of cell	Shift+Home	Fn+Shift+←	Shift+Home
68	Select to end of the text/formula	Shift+End	Fn+Shift+→	Shift+End
<b>05. Cells &amp; Ranges: Number Formatting</b>				
69	Apply General format to selected cells	Ctrl+Shift+~	Ctrl+Shift+~	
70	Apply Number format to selected cells	Ctrl+Shift+!	Ctrl+Shift+!	
71	Apply Date format to selected cells	Ctrl+Shift+#	Ctrl+Shift+#	
72	Apply Currency format to selected cells	Ctrl+Shift+\$	Ctrl+Shift+\$	
73	Apply Percent format/style to selected cells	Ctrl+Shift+%	Ctrl+Shift+%	
74	Apply Time format to selected cells	Ctrl+Shift+@	Ctrl+Shift+@	
75	Apply Scientific format to selected cells	Ctrl+Shift+^	Ctrl+Shift+^	
76	Modify Cell Style of the active cell	Alt+'	Cmd+Shift+L	
<b>06. Cells &amp; Ranges: Cell &amp; Font Formatting</b>				
77	Remove indent	Alt,H,5	Ctrl+Alt+Shift+Tab	
78	Indent	Alt,H,6	Ctrl+Alt+Tab	
79	Left Align	Alt,H,A,L	Cmd+L	
80	Center Align	Alt,H,A,C	Cmd+E	
81	Right Align	Alt,H,A,R	Cmd+R	
82	Top Align	Alt,H,A,T		
83	Middle Align	Alt,H,A,M		
84	Bottom Align	Alt,H,A,B		
85	Increase Font Size	Alt,H,F,G	Cmd+Shift+>	Ctrl+Shift+>
86	Decrease Font Size	Alt,H,F,K	Cmd+Shift+<	Ctrl+Shift+<
87	Wrap Text	Alt,H,W		
88	Format Window for cells and objects	Ctrl+1	Cmd+1	Ctrl+1
89	Apply or remove bold formatting	Ctrl+B	Cmd+B	Ctrl+B
90	Apply or remove italic formatting	Ctrl+I	Cmd+I	Ctrl+I
91	Apply or remove underscoring	Ctrl+U	Cmd+U	Ctrl+U
92	Apply or remove strikethrough formatting	Ctrl+5	Cmd+Shift+X	
93	Display Format Cells with Font tab selected	Ctrl+Shift+F	Ctrl+Shift+F	
94	Insert or edit Cell Note	Shift+F2	Fn+Shift+F2	
95	Insert or reply to Cell Comment	Ctrl+Shift+F2	Fn+Ctrl+Shift+F2	Shift+F2
96	Delete comment	Shift+F10,M		
97	Add hyperlink	Ctrl+K	Cmd+K	Ctrl+K
<b>07. Cells &amp; Ranges: Rows &amp; Columns</b>				
98	Select all cells in worksheet (unless active cell is in a Table)	Ctrl+A	Cmd+A	
99	Select entire row	Shift+Space	Shift+Space	Shift+Space
100	Select entire column	Ctrl+Space	Ctrl+Space	Ctrl+Space
101	Add non-adjacent cells to selection	Ctrl+Click	Cmd+Click	
102	Add adjacent cells to selection	Shift+Click	Shift+Click	

#	Shortcut	Windows	Mac	Web
103	Toggle Add or Remove Selection Mode	Shift+F8	Fn+Shift+F8	Shift+F8
104	Same selection in next column		Opt+Tab	
105	Same selection in previous column		Opt+Shift+Tab	
106	Move right between non-adjacent selections		Ctrl+Alt+→	
107	Move left between non-adjacent selections		Ctrl+Alt+←	
108	Open Insert window	Ctrl++		Ctrl++
109	Insert rows (with rows selected)	Ctrl++		Ctrl++
110	Insert columns (with columns selected)	Ctrl++		Ctrl++
111	Open Delete window	Ctrl+-	Cmd+-	Ctrl+-
112	Delete rows (with rows selected)	Ctrl+-	Cmd+-	Ctrl+-
113	Delete columns (with columns selected)	Ctrl+-	Cmd+-	Ctrl+-
114	Delete cells (with cells selected)	Ctrl+-	Cmd+-	Ctrl+-
115	AutoFit Column Width	Alt,H,O,I		Alt,H,O,I
116	AutoFit Row Height	Alt,H,O,A		Alt,H,O,A
<b>08. Cells &amp; Ranges: Group &amp; Hide</b>				
117	Group rows or columns (with rows/columns selected)	Shift+Alt+→	Cmd+Shift+K	
118	Ungroup rows or columns (with rows/columns selected)	Shift+Alt+←	Cmd+Shift+J	
119	Open Group window (with cell or range selected)	Shift+Alt+→	Cmd+Shift+K	
120	Open Ungroup window (with cell or range selected)	Shift+Alt+←	Cmd+Shift+J	
121	Hide or show outline symbols	Ctrl+8	Ctrl+8	
122	Hide rows	Ctrl+9	Ctrl+9	Ctrl+9
123	Hide columns	Ctrl+0	Ctrl+0	Ctrl+0
124	Unhide rows	Ctrl+Shift+9	Ctrl+Shift+9	Ctrl+Shift+9
125	Unhide columns	Ctrl+Shift+0	Ctrl+Shift+0	Ctrl+Shift+0
126	Unhide columns (Alternate: Ctrl+Shift+0 does not work on some versions of Windows)	Alt,H,O,U,L		
<b>09. Cells &amp; Ranges: Active Cell</b>				
127	Activate next cell in selected range (based on direction set in Excel Options)	Enter	Return	Enter
128	Activate next cell to right/below in selected range	Tab	Tab	Tab
129	Activate each corner cell in selected range in clockwise direction	Ctrl+.	Ctrl+.	Ctrl+.
130	Activate previous cell in selection (based on direction set in Excel Options)	Shift+Enter	Shift+Return	Shift+Enter
131	Activate previous cell to left/above in selected range	Shift+Tab	Shift+Tab	Shift+Tab
132	Scroll active cell into view	Ctrl+Backspace	Cmd+Delete	Ctrl+Backspace

#	Shortcut	Windows	Mac	Web
133	Select single (active) cell when range is selected	Shift+Backspace	Shift+Delete	Shift+Backspace
<b>10. Cells &amp; Ranges: Extend Selection</b>				
134	Extend selection by one cell up	Shift+↑	Shift+↑	
135	Extend selection by one cell right	Shift+→	Shift+→	Shift+→
136	Extend selection by one cell down	Shift+↓	Shift+↓	
137	Extend selection by one cell left	Shift+←	Shift+←	Shift+←
138	Extend the selection to the last cell up	Ctrl+Shift+↑	Ctrl+Shift+↑	
139	Extend the selection to the last cell right	Ctrl+Shift+→	Ctrl+Shift+→	
140	Extend the selection to the last cell down	Ctrl+Shift+↓	Ctrl+Shift+↓	
141	Extend the selection to the last cell left	Ctrl+Shift+←	Ctrl+Shift+←	
142	Extend selection to first cell in worksheet	Ctrl+Shift+Home	Fn+Ctrl+Shift+←	Ctrl+Shift+Home
143	Extend selection to last cell in worksheet	Ctrl+Shift+End	Fn+Ctrl+Shift+→	Ctrl+Shift+End
144	Extend selection right one screen	Shift+Alt+PgDn	Fn+Shift+Alt+↓	
145	Extend selection left one screen	Shift+Alt+PgUp	Fn+Shift+Alt+↑	
146	Extend selection to start of row	Shift+Home	Fn+Shift+←	Shift+Home
147	Extend selection down one screen	Shift+PgDn	Fn+Shift+↓	
148	Extend selection up one screen	Shift+PgUp	Fn+Shift+↑	
149	Toggle extend selection mode	F8	Fn+F8	
150	Select Spill Range	Ctrl+A		
<b>11. Cells &amp; Ranges: Select Special</b>				
151	Open the Go To window	F5 OR Ctrl+G	Ctrl+G	Ctrl+G
152	Open the Go To Special window	Alt,H,F,D,S OR F5,Alt,S		
153	Select visible cells only (when range is selected)	Alt+;	Cmd+Shift+Z	
154	Select current region	Ctrl+A	Cmd+A	
155	Select current region around active cell	Ctrl+Shift+8	Shift+Ctrl+Space	
156	Select current array	Ctrl+/	Ctrl+/	
157	Select row differences	Ctrl+\	Ctrl+\	
158	Select column differences	Ctrl+Shift+\	Ctrl+Shift+\	
159	Select direct dependents	Ctrl+]	Ctrl+]	
160	Select direct precedents	Ctrl+[	Ctrl+[	
161	Select all precedents	Ctrl+Shift+{	Ctrl+Shift+{	
162	Select all dependents	Ctrl+Shift+}	Ctrl+Shift+}	
163	Select cells with comments	Ctrl+Shift+O	Fn+Ctrl+Shift+O	
<b>12. Cells &amp; Ranges: Mouse Shortcuts for Copying &amp; Moving Cells</b>				
164	Copy selected range or shape	Ctrl+drag	Alt+drag	
165	Insert copy of selected range (moves existing cells)	Ctrl+Shift+drag	Alt+Shift+drag	
166	Drag and cut	drag	drag	
167	Cut and paste selected range (moves existing cells)	Shift+drag	Shift+drag	
168	Move selected range to another worksheet	Alt+drag	Cmd+drag	

#	Shortcut	Windows	Mac	Web
<b>13. Cells &amp; Ranges: View</b>				
169	Zoom in	Ctrl+Alt++	Alt+Cmd++	Ctrl+Alt++
170	Zoom out	Ctrl+Alt+-	Alt+Cmd+-	Ctrl+Alt+-
171	Zoom in (with mouse)	Ctrl+Scroll Up	Ctrl+Scroll Up	Ctrl+Scroll Up
172	Zoom out (with mouse)	Ctrl+Scroll Down	Ctrl+Scroll Down	Ctrl+Scroll Down
173	Zoom to Selection	Alt,W,G		
174	Zoom to Selection	Alt,W,J		
175	Toggle Scroll Lock on/off	ScrLk	Fn+Shift+F14	
176	Toggle Gridlines on/off	Alt,W,V,G		
177	Toggle Freeze Panes on/off	Alt,W,F,F		
<b>14. Cells &amp; Ranges: Borders</b>				
178	Add Outside Borders to selected cell/range	Ctrl+Shift+&	Cmd+Alt+0	Ctrl+Shift+&
179	Remove all borders (apply No Borders) to selection	Ctrl+Shift+_	Cmd+Alt+_	
180	Open Border dropdown menu on Home Tab	Alt,H,B		Alt,H,B
181	Add all borders to cells in selected range	Alt,H,B,A		
182	Add or remove Bottom Border	Alt,H,B,O	Cmd+Alt+↓	
183	Add or remove Top Border	Alt,H,B,P	Cmd+Alt+↑	
184	Add or remove Left Border	Alt,H,B,L	Cmd+Alt+←	
185	Add or remove Right Border	Alt,H,B,R	Cmd+Alt+→	
186	Open Borders tab in Format Cells window (More Borders)	Alt,H,B,M		
<b>15. Worksheet Tabs</b>				
187	Insert new worksheet	Shift+F11	Fn+Shift+F11	Shift+F11
188	Delete selected worksheets	Alt,E,L		Alt,H,D,S
189	Rename current worksheet	Alt,O,H,R		
190	Go to next worksheet	Ctrl+PgDn	Fn+Ctrl+↓	Ctrl+Alt+PgDn
191	Go to previous worksheet	Ctrl+PgUp	Fn+Ctrl+↑	Ctrl+Alt+PgUp
192	Select adjacent worksheets	Ctrl+Shift+PgUp/PgDn		
193	Select adjacent worksheets (mouse)	Shift+Click	Shift+Click	
194	Select non-adjacent worksheets (mouse)	Ctrl+Click	Cmd+Click	
195	Open Move or Copy window for selected sheets	Alt,E,M		
196	Duplicate worksheet (mouse)	Ctrl+drag	Alt+drag	
197	Protect or Unprotect Sheet	Alt,R,P,S		
198	Clear print area	Alt,P,R,C		
199	Set print area	Alt,P,R,S		
<b>16. Workbook: File</b>				
200	Create new workbook	Ctrl+N	Cmd+N	
201	Open workbook	Ctrl+O	Cmd+O	Ctrl+O
202	Save workbook	Ctrl+S	Cmd+S	
203	Save as	F12	Cmd+Shift+S	Alt+F2

#	Shortcut	Windows	Mac	Web
204	Close current workbook	Ctrl+F4 OR Ctrl+W	Cmd+W	Ctrl+W
205	Close Excel	Alt+F4	Cmd+Q	
<b>17. Workbook: Print</b>				
206	Open print preview window	Ctrl+F2		
207	Print File	Ctrl+P	Cmd+P	Ctrl+P
<b>18. Workbook: General</b>				
208	Undo last action	Ctrl+Z	Cmd+Z	Ctrl+Z
209	Redo last action	Ctrl+Y	Cmd+Y	Ctrl+Y
210	Repeat last action	F4	Cmd+Y	F4
211	Open Excel Options window	Alt,F,T	Cmd+,	
212	Open help	F1	Cmd+/,	
213	Tell Me			Alt+Q
214	Open the Control Menu (minimize, maximize, close window)	Alt+Space		
215	Open Spelling window (Spell Check)	F7	Fn+F7	
216	Open Thesaurus dialog box	Shift+F7	Fn+Shift+F7	
217	Open Right-click menu	Shift+F10 OR Menu Key	Fn+Shift+F10	
218	Move to next pane in application window	F6	Fn+F6	
219	Move to previous pane	Shift+F6	Fn+Shift+F6	
220	Protect and Unprotect Workbook	Alt,R,P,W		
<b>19. Workbook: View</b>				
221	Minimize current workbook window	Ctrl+F9	Cmd+M	
222	Maximize or Restore current workbook window (toggle)	Ctrl+F10	Fn+Ctrl+F10	
223	Toggle full screen	Ctrl+Shift+F1	Ctrl+Cmd+F	
224	Go to previous workbook	Ctrl+Shift+Tab	Ctrl+Shift+Tab	
225	Go to next workbook	Ctrl+Tab	Ctrl+Tab	
226	Open current workbook in Desktop Excel Application			Alt+O
<b>20. Tables &amp; Filters</b>				
227	Insert Table	Ctrl+T	Ctrl+T	Ctrl+L OR Ctrl+Alt+T
228	Insert Table (select style first)	Alt,H,T		
229	Insert a row above the current row	Alt,H, I, R		Alt,H, I, R
230	Insert a column to the left of the current column	Alt,H, I, C		Alt,H, I, C
231	Select Table Body (Press again to include Headers)	Ctrl+A	Cmd+A	
232	Select Table row	Shift+Space	Shift+Space	Shift+Space
233	Select Table column	Ctrl+Space	Ctrl+Space	Ctrl+Space
234	Toggle Autofilter on/off	Ctrl+Shift+L	Cmd+Shift+F	Ctrl+Shift+L
235	Open Filter Dropdown Menu (with header cell selected)	Alt+↓	Alt+↓	Alt+↓
236	Open Filter Dropdown Menu (from any cell in a Table)	Shift+Alt+↓	Shift+Alt+↓	Shift+Alt+↓

#	Shortcut	Windows	Mac	Web
237	Toggle Total Row on/off	Ctrl+Shift+T	Cmd+Shift+T	
238	Clear slicer filter (with slicer selected)	Alt+C	Alt+C	
<b>21. Charts &amp; Shapes</b>				
239	Create chart or PivotChart on same worksheet	Alt+F1	Fn+Alt+F1	Alt+F1
240	Create chart in new ChartSheet	F11	Fn+F11	
241	Open Format Chart Area Task Pane	Ctrl+1	Cmd+1	
242	Show or Hide All Field Buttons on PivotChart	Alt,J,T,D,A		
243	Snap to grid	Alt	Cmd+	
244	Hide or show objects (shapes, charts, slicers)	Ctrl+6	Ctrl+6	
<b>22. Copy &amp; Paste</b>				
245	Copy selected object (cells, range, shape)	Ctrl+C	Cmd+C	Ctrl+C
246	Cut selected object	Ctrl+X	Cmd+X	Ctrl+X
247	Paste content from clipboard	Ctrl+V	Cmd+V	Ctrl+V
248	Open the Paste Special window	Ctrl+Alt+V	Cmd+Ctrl+V	
249	Duplicate selected object (shapes, charts, slicers)	Ctrl+D	Cmd+D	
250	Copy selected objects (mouse)	Ctrl+drag	Cmd+drag	
251	Copy selected objects and retain vertical or horizontal alignment (mouse)	Ctrl+Shift+drag	Cmd+Shift+Drag	
252	Copy selected objects (mouse right-click)	Right-click+Drag	Right-click+Drag	
253	Copy selected objects and retain vertical or horizontal alignment (right-click mouse)	Right-click+Shift+Drag	Right-click+Shift+Drag	
<b>23. Pivot Tables</b>				
254	Insert Pivot Table	Alt,N,V		
255	Refresh Pivot Table or Query	Alt+F5		Alt+F5
256	Refresh All	Ctrl+Alt+F5		Ctrl+Alt+F5
257	Open pivot table wizard	Alt,D,P	Cmd+Alt+P	
258	Select pivot table body	Ctrl+A	Cmd+A	
259	Group pivot table items	Shift+Alt+→	Cmd+Shift+K	
260	Ungroup pivot table items	Shift+Alt+←	Cmd+Shift+J	
261	Unhide (clear filter on) pivot table item	Alt,H,S,C		
262	Filter out (exclude/hide) pivot item	Ctrl+-	Ctrl-	
263	Open Filter Dropdown Menu in Pivot Table cells	Alt+↓	Alt+↓	Alt+↓
264	Toggle pivot table field checkbox	Space	Space	
265	Insert pivot chart	Alt+F1	Fn+Alt+F1	Alt+F1
266	Create pivot chart on new Chart Sheet	F11	Fn+F11	
<b>24. Ribbon</b>				
267	Activate Ribbon shortcut keys	Alt OR Shift+F6		Alt OR Win+Alt
268	Move to next ribbon control	Tab	Tab	Tab
269	Move through Ribbon tabs and groups	→ ← ↑ ↓		→ ← ↑ ↓
270	Open dropdown menu of selected button	Alt+↓	Alt+↓	



#	Shortcut	Windows	Mac	Web
271	Open help window for selected control	F1		
272	Expand or collapse ribbon	Ctrl+F1	Cmd+Alt+R	
<b>25. Macros &amp; VBA</b>				
273	Open the VB Editor window (VBA)	Alt+F11	Fn+Alt+F11	
274	Open the Macro window (run or edit macro)	Alt+F8	Fn+Alt+F8	
275	Record Macro	Alt,L,R		
276	Open Excel Add-ins Window	Alt,L,R		
277	Open COM Add-ins Window	Alt,L,J		
<b>26. Application: Dialog boxes</b>				
278	Move to next tab	Ctrl+Tab	Ctrl+Tab	
279	Move to previous tab	Ctrl+Shift+Tab	Ctrl+Shift+Tab	
280	Move to next control or button	Tab	Tab	Tab
281	Move to previous control or button	Shift+Tab	Shift+Tab	Shift+Tab
282	Press selected control or button	Enter	Return	Enter
283	Check and uncheck checkboxes	Space	Space	
284	Close the window or dialog box	Esc	Esc	Esc
<b>27. Power Query</b>				
285	Open the Power Query Editor	Alt,A,P,L,N		
286	Press any button in the Power Query Ribbon	Alt, Letter Sequence		
287	Quick Access Toolbar in Power Query	Alt+Number		
288	Rename Column	F2		
289	Remove Column(s)	Delete		
290	Undo last action	Tab (6 times), Delete		
291	Select All Columns	Ctrl+A		
292	Select First Column	Home		
293	Select Last Column	End		
294	Select Multiple Adjacent Columns	Shift+→ or ←		
295	Select Multiple Non-Adjacent Columns	Ctrl+→ or ←, Space		
296	Open Filter Drop-down Menu	Alt+↓		
297	Open Right-click Menus	Menu Key		
298	Open Table Options Menu	Select First Column,←,Space		
299	Select Task Panes & Ribbon	Tab & Shift+Tab		
300	Close Power Query Window	Alt+F4		
301	Close & Load	Alt,F,Enter		