



EXCEL 2010 MENU SHORTCUTS

RIBBON (Ctrl + F1)		Alt + +	INSERT		Alt + N	PAGE LAYOUT		Alt + P	DATA		Alt + A
File	F		Pivot Table	V		Colors	TC		From Access	FA	
Home	H		Table	T		Fonts	TF		From Web	FW	
Insert	N					Effects	TE		From Text	FT	
Page Layout	P		Picture	P		Themes	TH		From Other Sources	FO	
Formulas	M		Clip Art	F					Existing Connections	X	
Data	A		Shapes	SH		Margins	M				
Review	R		SmartArt	M		Orientation	O		Refresh All	R	
View	W					Size	SZ		Connections	O	
Add-Ins	X		Column	C		Print Area	R		Properties	P	
			Line	N		Breaks	B		Edit Links	K	
			Pie	Q		Background	G				
			Bar	B		Print Titles	I		Sort A-Z (Ascending)	SA	
			Area	A		Page Setup	SP		Sort Z-A (Descending)	SD	
			Scatter	D					Sort Options	SS	
			Other Charts	O		Width	W		Filter (Autofilter)	T	
			Charts	K		Height	H		Clear	C	
						Scale	X		Reapply	Y	
			Sparklines: Line	SL					Advanced	Q	
			Sparklines: Column	SO		Gridlines: View	VG				
			Sparklines: Win/Loss	SW		Gridlines: Hint	PG		Text to Columns	E	
						Headings: View	VH		Remove Duplicates	M	
			Slicer	SF		Headings: Print	PH		Data Validation	V	
			Hyperlink	I		Sheet Options	SO		Consolidate	N	
			Text Box	X					What-If Analysis	W	
			Header & Footer	H		Bring to Front	AF				
			WordArt	W		Send to Back	AE		Group	G	
			Signature Line	G		Selection Page	AP		Ungroup	U	
			Object	J		Align	AA		Subtotal	B	
			Equation	E		Group	AG		Show Detail	J	
			Symbol	U		Rotate	AY		Hide Detail	H	
HOME		Alt + H	VIEW		Alt + W	FORMULAS		Alt + M	REVIEW		Alt + R
Cut	X		Normal	L		Insert Function	F		Spelling	S	
Copy	C		Page Layout	P		AutoSum	U		Research	R	
Paste	V		Page Break Preview	I		Recently Used	R		Thesaurus	E	
Format Painter	FP		Custom Views	C		Financial	I		Translate	L	
Clipboard	FO		Full Screen	E		Logical	L				
						Text	T		New Comment	C	
Font Face	FF		Ruler	R		Date & Time	E		Delete Comment	D	
Font Size	FS		Gridlines	VG		Lookup & Reference	O		Previous Comment	V	
Increase Font Size	FG		Message Bar	D		Math & Trig	G		Next Comment	N	
Decrease Font Size	FK		Formula Bar	VF		More Functions	Q				
Bold	1		Headings	VH					Show/Hide Comment	H	
Italic	2					Name Manager	N		Show All Documents	A	
Underline	3		Zoom	Q		Define Name	M		Show Link	I	
Borders	B		100%	J		Use in Formula	S				
Fill Color	H		Zoom to Selection	G		Create From Selection	C		Protect Sheet	PS	
Font Color	FC					Trace Precedents	P		Protect Worksheet	PW	
			New Window	N		Trace Dependents	D		Share Workbook	W	
Font	FN		Arrange All	A		Remove Arrows	A		Protect & Share Workbook	D	
Align Top	AT		Free pages	F		Show Formulas	H		Allow Users to Edit Ranges	U	
Align Middle	AM		Split	S		Error Checking	K		Track Changes	G	
Align Bottom	AB		Hide	H		Evaluate Formula	V				
Align Orientation	FQ		Unhide	U		Watch Window	W				
Align Left	AL		View Side by Side	B							
Align Center	AC		Synchronous Scrolling	VS		Calculation Options	X				
Align Right	AR		Reset Window Position	T		Calculate Now	B				
Decrease Indent	5		Save Workspace	K		Calculate Sheet	J				
Increase Indent	6		Switch Windows	W							
Alignment	FA										
			Macros	M							
Wrap Text	W										
Merge & Center	M										
Format Category	N										
Currency Style	AN										
Percent Style	P										
Comma Style	K										
Increase Decimal	0										
Decrease Decimal	9										
Number	FM										
Conditional Formatting	L										
Format as Table	T										
Cell Styles	J										
Insert	I										
Delete	D										
Format	O										
AutoSum	U										
Fill	FI										
Clear	E										
Sort & Filter	S										
Find & Select	FD										

Note: This lists Excel 2010 menu driven keystrokes. The old Excel 2003 menu driven keystrokes (via accelerator keystrokes) still work in Excel 2010 with some minor variations & differences;

the vast majority of Ctrl and Shift- related shortcuts still work – please see our Advanced Excel Shortcut tips.