

کتابچه راهنمای
کلیدهای میانبر نرم افزار اکسل
Excel Shortcuts



معرفی بیش از ۲۰۰ کلید میانبر در نرم افزار اکسل

پیام نجات خواه

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File

Create new workbook	Ctrl N
Open workbook	Ctrl O
Save workbook	Ctrl S
Save as	F12
Print file	Ctrl P
Open print preview window	Ctrl F2
Close current workbook	Ctrl F4
Close Excel	Alt F4

Ribbon

Expand or collapse ribbon	Ctrl F1
Activate access keys	Alt
Move to next ribbon control	Tab
Activate or open selected control	Space
Confirm control change	Enter
Get help on selected control	F1



General

Open help	F1
Undo last action	Ctrl Z
Redo last action	Ctrl Y
Copy selected cells	Ctrl C
Cut selected cells	Ctrl X
Paste content from clipboard	Ctrl V
Display Paste Special	Ctrl Alt V
Display find and replace	Ctrl F
Find with replace selected	Ctrl H
Find previous match	Ctrl Shift F4
Find next match	Shift F4
Create embedded chart	Alt F1
Create chart in new worksheet	F11
Toggle Autofilter	Ctrl Shift L
Activate filter	Alt ↓
Insert table	Ctrl T
Select table row	Shift Space
Select table column	Ctrl Space
Select table	Ctrl A

Navigation

Move one cell right	→
Move one cell left	←
Move one cell up	↑
Move one cell down	↓
Move one screen right	Alt PgDn
Move one screen left	Alt PgUp
Move one screen up	PgUp
Move one screen down	PgDn
Move to right edge of data region	Ctrl →
Move to left edge of data region	Ctrl ←
Move to top edge of data region	Ctrl ↑
Move to bottom edge of data region	Ctrl ↓
Move to beginning of row	Home
Move to last cell in worksheet	Ctrl End
Move to first cell in worksheet	Ctrl Home
Turn End mode on	End

Selection

Select entire row	Shift Space
Select entire column	Ctrl Space
Select entire worksheet	Ctrl A
Add adjacent cells to selection	Shift 
Add non-adjacent cells to selection	Ctrl 
Move right non-adjacent	Ctrl Alt →
Move left non-adjacent	Ctrl Alt ←
Toggle add to selection mode	Shift F8
Cancel selection	Esc

Active Cell

Select active cell only	Shift Backspace
Show active cell	Ctrl Backspace
Move active cell clockwise in selection	Ctrl .
Move active cell down in selection	Enter
Move active cell up in selection	Shift Enter
Move active cell right in a selection	Tab
Move active cell left in a selection	Shift Tab

Extend Selection

Extend selection by one cell right	Shift →
Extend selection by one cell left	Shift ←
Extend selection by one cell up	Shift ↑
Extend selection by one cell down	Shift ↓
Extend last cell right	Ctrl Shift →
Extend last cell left	Ctrl Shift ←
Extend last cell up	Ctrl Shift ↑
Extend last cell down	Ctrl Shift ↓
Extend selection up one screen	Shift PgUp
Extend selection down one screen	Shift PgDn
Extend selection to start of row	Shift Home
Extend first cell	Ctrl Shift Home
Extend last worksheet cell	Ctrl Shift End
Toggle extend selection mode	F8

Select Special

Display 'Go To' dialog box	Ctrl	G	
Select cells with comments	Ctrl	Shift	O
Select current region	Ctrl	Shift	*
Select current region	Ctrl	A	
Select current array	Ctrl	/	
Select row differences	Ctrl	\	
Select column differences	Ctrl	Shift	
Select direct precedents	Ctrl	[
Select all precedents	Ctrl	Shift	{
Select direct dependents	Ctrl]	
Select all dependents	Ctrl	Shift	}
Select visible cells only	Alt	;	

Cell Edit Mode

Edit the active cell	F2
Insert or edit comment	Shift F2
Cancel entry	Esc
Select one character right	Shift →
Select one character left	Shift ←
Move one word right	Ctrl →
Move one word left	Ctrl ←
Select one word right	Ctrl Shift →
Select one word left	Ctrl Shift ←
Select to beginning of cell	Shift Home
Select to end of cell	Shift End
Delete to end of line	Ctrl Delete
Delete character to the left of cursor	Backspace
Delete character right	Delete
New line in cell	Alt Enter

Entering Data

Enter and move down	Enter
Enter and move up	Shift Enter
Enter and move right	Tab
Enter and move left	Shift Tab
Enter and stay in cell	Ctrl Enter
Enter same data in multiple cells	Ctrl Enter
Insert current date	Ctrl ;
Insert current time	Ctrl Shift :
Fill down from cell above	Ctrl D
Fill right from cell left	Ctrl R
Copy formula from cell above	Ctrl '
Copy value from cell above	Ctrl Shift "
Add hyperlink	Ctrl K
Display AutoComplete list	Alt ↓
Flash fill	Ctrl E

Formatting

Format (almost) anything	Ctrl 1
Display Format Cells Font tab	Ctrl Shift F
Apply format again	F4
Apply or remove bold formatting	Ctrl B
Apply or remove italic formatting	Ctrl I
Apply or remove underscoring	Ctrl U
Toggle strikethrough formatting	Ctrl 5
Align center	Alt H A C
Align left	Alt H A L
Align right	Alt H A R
Indent	Alt H 6
Remove indent	Alt H 5
Increase font size one step	Alt H F G
Decrease font size one step	Alt H F K

Number Formatting

Apply general format	Ctrl	Shift	~
Apply currency format	Ctrl	Shift	\$
Apply percentage format	Ctrl	Shift	%
Apply scientific format	Ctrl	Shift	^
Apply date format	Ctrl	Shift	#
Apply time format	Ctrl	Shift	@
Apply number format	Ctrl	Shift	!

Borders

Add border outline	Ctrl	Shift	&
Add or remove border right	Alt	R	
Add or remove border left	Alt	L	
Add or remove border top	Alt	T	
Add or remove border bottom	Alt	B	
Add or remove border upward diagonal	Alt	D	
Add or remove border horizontal interior	Alt	H	
Add or remove border vertical interior	Alt	V	
Remove borders	Ctrl	Shift	-

Formulas

Toggle absolute and relative references	F4
Open Insert Function Dialog	Shift F3
Autosum selected cells	Alt =
Toggle formulas on and off	Ctrl `
Insert function arguments	Ctrl Shift A
Enter array formula	Ctrl Shift Enter
Calculate worksheets	F9
Calculate active worksheet	Shift F9
Force calculate all worksheets	Ctrl Alt F9
Evaluate part of a formula	F9
Expand/collapse formula bar	Ctrl Shift U
Display function arguments dialog box	Ctrl A
Define name	Ctrl F3
Define names from labels	Ctrl Shift F3
Paste name into formula	F3
Accept function with autocomplete	Tab

Grid Operations

Display Insert Dialog box	Ctrl	Shift	+
Insert rows	Ctrl	Shift	+
Insert columns	Ctrl	Shift	+
Display Delete dialog box	Ctrl	-	
Delete rows	Ctrl	-	
Delete columns	Ctrl	-	
Delete cells	Ctrl	-	
Delete contents of selected cells	Delete		
Hide columns	Ctrl	0	
Hide rows	Ctrl	9	
Unhide rows	Ctrl	Shift	9
Unhide columns	Ctrl	Shift	0
Group rows or columns	Alt	Shift	→
Ungroup rows or columns	Alt	Shift	←
Open Group Dialog Box	Alt	Shift	→
Open Ungroup Dialog Box	Alt	Shift	←
Hide or show outline symbols	Ctrl	8	

Pivot Tables

Select entire pivot table	Ctrl A
Toggle pivot table field checkbox	Space
Group pivot table items	Alt Shift →
Ungroup pivot table items	Alt Shift ←
Hide pivot table item	Ctrl -
Create pivot chart on same worksheet	Alt F1
Create pivot chart on new worksheet	F11
Open pivot table wizard	Alt D P

Drag and Drop

Drag and cut	Drag
Drag and copy	Ctrl Drag
Drag and insert	Shift Drag
Drag and insert copy	Ctrl Shift Drag
Drag to worksheet	Alt Drag
Drag to duplicate worksheet	Ctrl Drag

Workbook

Insert new worksheet	Shift F11
Go to next worksheet	Ctrl PgDn
Go to previous worksheet	Ctrl PgUp
Move to next pane	F6
Move to previous pane	Shift F6
Go to next workbook	Ctrl Tab
Go to previous workbook	Ctrl Shift Tab
Minimize current workbook window	Ctrl F9
Maximize current workbook window	Ctrl F10
Select adjacent worksheets	Shift 
Select non-adjacent worksheets	Ctrl 

Dialog Boxes

Move to next control	Tab
Move to previous control	Shift Tab
Move to next tab	Ctrl Tab
Move to previous tab	Ctrl Shift Tab
Accept and apply	Enter
Check and uncheck box	Space
Cancel and close the dialog box	Esc

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Other

Open Spelling dialog box	F7
Open Thesaurus dialog box	Shift F7
Open Macro dialog box	Alt F8
Open VBA Editor	Alt F11
Duplicate object	Ctrl D
Snap to grid	Alt
Hide or show objects	Ctrl 6
Display Modify Cell Style	Alt ' (apostrophe)
Display shortcut menu	Shift F10
Display control menu	Alt Space