



Excelin pikanäppäintaulukko (Windows)

Toiminto	Näppäimet
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Paste Special	Ctrl + Alt + V
Fill Down	Ctrl + D
Fill Right	Ctrl + R
Flash Fill	Ctrl + E
Select Current Region or Entire Sheet	Ctrl + A
Move to Edge of Data	Ctrl + Up
Select to Edge of Data	Ctrl + Shift + Up
Select Entire Column	Ctrl + Space
Select Entire Row	Shift + Space
Move to Next Sheet	Ctrl + PageDown
Move to Previous Sheet	Ctrl + PageUp
Extend Selection to Next Sheet	Ctrl + Shift + PageDown
Extend Selection to Previous Sheet	Ctrl + Shift + PageUp
Go To	F5
Find	Ctrl + F
Replace	Ctrl + H
Move Up Within Selection	Shift + Enter
Move Left Within Selection	Shift + Tab
Go to A1	Ctrl + Home
Go to Last Row and Column Cell	Ctrl + End
Extend Selection to A1	Ctrl + Shift + Home
Extend Selection to Last Used Cell	Ctrl + Shift + End
Undo	Ctrl + Z
Redo	Ctrl + Y
Insert Current Date	Ctrl + ;
Edit Cell	F2
Clear Cell Contents	Delete
AutoSum	Alt + =
New Line in Cell	Alt + Enter
Insert/Edit Comment	Shift + F2
Repeat Last Action	F4
Insert Hyperlink	Ctrl + K
Insert Current Time	Ctrl + :

Toiminto	Näppäimet
Copy Formula from Cell Above	Ctrl + '
Toggle Formula View	Ctrl + `
Toggle Reference Type	F4
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Format Cells Dialog	Ctrl + 1
Apply Comma Style	Ctrl + Shift + 1
Copy Value from Cell Above	Ctrl + Shift + 2
Apply Date Format	Ctrl + Shift + 3
Apply Currency Format	Ctrl + Shift + 4
Apply Percentage Format	Ctrl + Shift + 5
Apply Outside Border	Ctrl + Shift + 6
Insert Function	Shift + F3
New Workbook	Ctrl + N
Open Workbook	Ctrl + O
Save	Ctrl + S
Save As	F12
Print	Ctrl + P
Close Workbook	Ctrl + W
Insert New Worksheet	Shift + F11
Insert Cells/Rows/Columns	Ctrl + Shift + +
Delete Cells/Rows/Columns	Ctrl + -
Hide Row	Ctrl + 9
Hide Column	Ctrl + 0
Unhide Row	Ctrl + Shift + 9
Unhide Column	Ctrl + Shift + 0
Toggle AutoFilter	Ctrl + Shift + L
Create Table	Ctrl + T
Open Filter Menu	Alt + Down
Select Visible Cells Only	Alt + ;
Recalculate Workbook	F9
Recalculate Sheet	Shift + F9
Refresh All	Ctrl + Alt + F5
Create Embedded Chart	Alt + F1

Alt-tekniikat (englanninkielinen Excel)

Toiminto	Alt-sarja
Paste Values	Alt, E, S, V, Enter
Paste Formulas	Alt, E, S, F, Enter
Paste Formats	Alt, E, S, T, Enter
AutoFit Column Width	Alt, H, O, I
AutoFit Row Height	Alt, H, O, A
Apply All Borders	Alt, H, B, A
Top and Thick Bottom Border	Alt, H, B, C

Toiminto	Alt-sarja
Freeze Panes	Alt, W, F, F
View Excel Side by Side	Alt, W, N -> Win+Left / Win+Right
Insert Row	Alt, I, R
Insert Column	Alt, I, C
Group Rows or Columns	Alt, D, G, G
Ungroup Rows or Columns	Alt, D, G, U