Excel for Office 365 cheat sheet: Ribbon quick reference

Find the most popular commands on the Ribbon in Microsoft Excel for Office 365 in Windows.

By Preston Gralla | August 2019

For the most part, the Ribbon interface in Excel for Office 365 Windows is intuitive to use, but it's not always easy to figure out where each command is located. To help, the charts below show each Ribbon tab with its most commonly used commands. We've also included keyboard shortcuts for accomplishing common tasks.

File tab
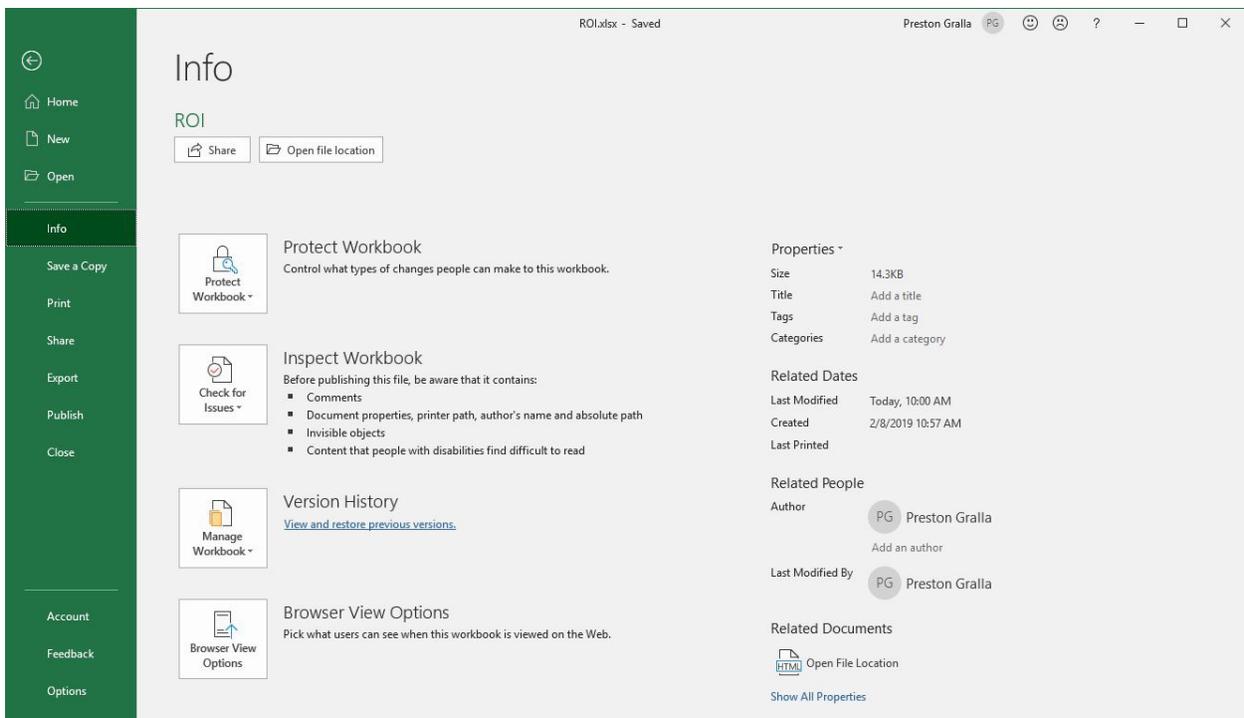
The File tab behaves differently than the other Ribbon tabs. Rather than seeing a set of commands on the Ribbon above your workbook, when you click the File tab, you're taken to an area that Microsoft calls "Backstage."

Instead of making changes within a workbook, Backstage lets you work with the workbook and with Excel overall. You'll find common tasks such as opening, saving, printing and sharing a workbook, as well as special screens for managing the workbook (the Info screen shown on the previous page), your Office account (the Account screen), and how Excel behaves overall (the Options screen).

Useful File tab/Backstage commands		
Action	**Excel for Office 365 Ribbon location**	**Keyboard shortcut**
Go to the File tab	File	Alt-F
Start a new workbook	File tab > New	Ctrl-N *or* Alt-F, N
Open a workbook	File tab > Open	Ctrl-O *or* Alt-F, O
Save a workbook	File tab > Save	Ctrl-S *or* Alt-F, S
Save a workbook with a different file name or in a different location (with AutoSave on)	File tab > Save a Copy	F12 *or* Alt-F, A
Save a workbook with a different file name or in a different location (with AutoSave off)	File tab > Save As	F12 *or* Alt-F, A
Print a workbook	File tab > Print	Ctrl-P
Share a workbook via email, the web, SharePoint, etc.	File tab > Share	Alt-F, H
Publish to Power BI	File tab > Publish	Alt-F, U
Close a workbook	File tab > Close	Ctrl-W *or* Alt-F, C
Convert a workbook to a different file format	File tab > Export	Alt-F, E
Customize the way Excel looks and works, including the commands shown on each Ribbon tab	File tab > Options	Alt-F, T
Manage your Office, Windows and OneDrive accounts	File tab > Account	Alt-F, D
Set a workbook's permissions	File tab > Info > Protect Workbook	Alt-F, I, P
Check a workbook for hidden properties, personal information, accessibility, etc.	File tab > Info > Inspect Workbook	Alt-F, I, I
Recover or delete workbooks with unsaved changes	File tab > Info > Manage Workbook	Alt-F, I, R
Control what parts of a shared workbook people can see when they view it on the web	File tab > Info > Browser View Options	Alt-F, I, A

Home tab
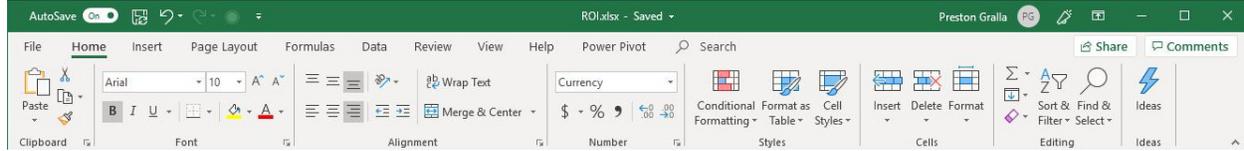
The Home tab contains many frequently used Excel features, such as tools for formatting cells; inserting, deleting and formatting rows and columns; sorting and filtering data; changing fonts and font attributes; and copying and pasting text and data.

Useful Home tab commands		
Action	**Excel for Office 365 Ribbon location**	**Keyboard shortcut**
Go to the Home tab	Home	Alt-H
Copy selection to the clipboard	Home tab > Clipboard group > Copy	Ctrl-C *or* Alt-H, C
Delete selection and copy it to the clipboard	Home tab > Clipboard group > Cut	Ctrl-X *or* Alt-H, X
Paste from the clipboard	Home tab > Clipboard group > Paste	Ctrl-V *or* Alt-H, V
Insert cells	Home tab > Cells group > Insert	Alt-H, I
Delete cells	Home tab > Cells group > Delete	Alt-H, D
Format cells	Home tab > Cells group > Format	Alt-H, O
Format text (font, size, bold, italic, underline, color, highlighting, etc.)	Home tab > Font group	*Varies by command; use Alt-H to see shortcuts in Font group*
Format numbers	Home tab > Number group	Alt-H, N
Copy a selection's format to apply to other cells	Home tab > Clipboard group > Format Painter	Alt-H, FP
Align cell contents	Home tab > Alignment group	*Varies by command; use Alt-H to see shortcuts in Alignment group*
Wrap text in selected cell(s)	Home tab > Alignment group > Wrap Text	Alt-H, W
Merge cells	Home tab > Alignment group > Merge & Center	Alt-H, M
Apply conditional formatting	Home tab > Style group > Conditional Formatting	Alt-H, L
Format worksheet as a table	Home tab > Style group > Format as Table	Alt-H, T
Insert AutoSum or other formula	Home tab > Editing group > AutoSum	Alt-H, U
Clone data from adjacent cell(s)	Home tab > Editing group > Fill	Alt-H, FI
Sort or filter selected cells	Home tab > Editing group > Sort & Filter	Alt-H, S
Find (or replace) text, formulas or other items in the worksheet	Home tab > Editing group > Find & Select	Alt-H, FD

Insert tab

If you need to insert something into your worksheet, whether it be a chart, table, PivotTable, picture, text box, hyperlink, equation or just about any other "extra," here's where to go.

Useful Insert tab commands		
Action	**Excel for Office 365 Ribbon location**	**Keyboard shortcut**
Go to the Insert tab	Insert	Alt-N
Insert a PivotTable	Insert tab > Tables group > Pivot Table	Alt-N, V
Have Excel recommend a PivotTable to insert	Insert tab > Tables group > Recommended Pivot Tables	Alt-N, SP
Insert a table	Insert tab > Tables group > Recommended Pivot Table	Ctrl-T *or* Alt-N, T
Insert a picture from your computer	Insert tab > Illustrations group > Pictures	Alt-N, P
Insert an online picture	Insert tab > Illustrations group > Online Pictures	Alt-N, F
Insert a shape	Insert tab > Illustrations group > Shapes	Alt-N, SH
Insert SmartArt	Insert tab > Illustrations group > SmartArt	Alt-N, M1
Take and insert a screenshot	Insert tab > Illustrations group > Screenshot	Alt-N, SC
Insert a column or bar chart	Insert tab > Charts group > column chart icon	Alt-N, C
Insert a line or area chart	Insert tab > Charts group > line chart icon	Alt-N, N
Insert a pie or doughnut chart	Insert tab > Charts group > pie chart icon	Alt-N, Q
Insert any other kind of chart	Insert tab > Charts group	*Varies by type; use Alt-N to see shortcuts in Charts group*
Have Excel recommend a chart to insert	Insert tab > Charts group > Recommended Charts	Alt-N, R
Insert a PivotChart	Insert tab > Charts group > PivotChart	Alt-N, SZ
Insert a Sparkline	Insert tab > Sparklines group	*Varies by type; use Alt-N to see shortcuts in Sparklines group*
Insert a Slicer	Insert tab > Filters group > Slicer	Alt-N, SF
Insert a Timeline	Insert tab > Filters group > Timeline	Alt-N, ST
Insert a hyperlink	Insert tab > Links group > Hyperlink	Ctrl-K *or* Alt-N, I2
Insert a text box	Insert tab > Text group > Text Box	Alt-N, ZT, X
Insert header or footer	Insert tab > Text group > Header & Footer	Alt-N, H1
Insert an equation	Insert tab > Symbols group > Equation	Alt-N, E
Insert a symbol	Insert tab > Symbols group > Symbol	Alt-N, U

Page Layout tab
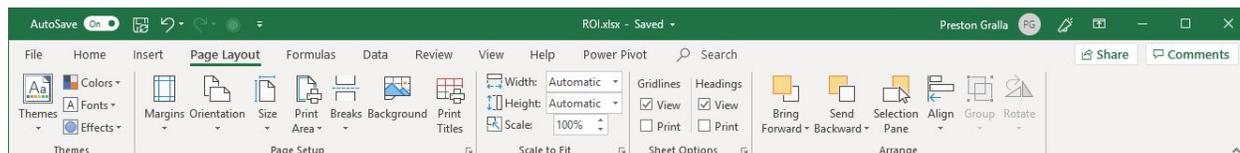
Go here to change the overall look of your worksheet, including selecting and customizing themes, changing the worksheet's margins and background, designating whether to use and print gridlines and headings, and similar options.

Useful Page Layout tab commands		
Action	**Excel for Office 365 Ribbon location**	**Keyboard shortcut**
Go to the Page Layout tab	Page Layout	Alt-P
Select a theme	Page Layout tab > Themes group > Themes	Alt-P, TH
Select a color for the theme	Page Layout tab > Themes group > Colors	Alt-P, TC
Select a font for the theme	Page Layout tab > Themes group > Fonts	Alt-P, TF
Select an effect for the theme	Page Layout tab > Themes group > Effects	Alt-P, TE
Set the margins	Page Layout tab > Page Setup group > Margins	Alt-P, M
Set the page orientation	Page Layout tab > Page Setup group > Orientation > Portrait *or* Landscape	Alt-P, O
Display gridlines in the spreadsheet	Page Layout tab > Sheet Options group > Gridlines View	Alt-P, VG
Print gridlines in the spreadsheet	Page Layout tab > Sheet Options group > Gridlines Print	Alt-P, PG
View headings in the spreadsheet	Page Layout tab > Sheet Options group > Headings View	Alt-P, VH
Print headings in the spreadsheet	Page Layout tab > Sheet Options group > Headings Print	Alt-P, PH
Bring objects forward	Page Layout tab > Arrange group > Bring Forward	Alt-P, AF
Send objects backward	Page Layout tab > Arrange group > Send Backward	Alt-P, AE
Align objects	Page Layout tab > Arrange group > Align	Alt-P, AA

Formulas tab
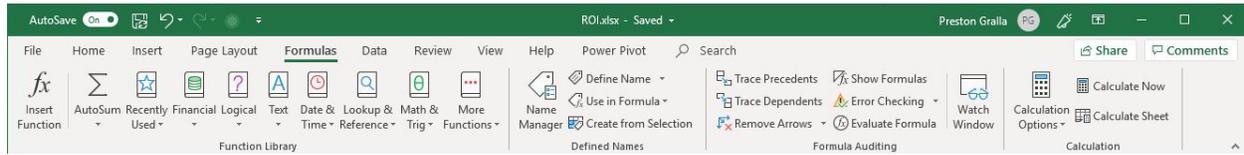
As the name says, the Formulas tab is the place to go for adding and working with formulas, including AutoSum functions as well as logical, financial, math or trigonometry, statistical and others. It also includes tools for auditing formulas and performing calculations.

Useful Formulas tab commands		
Action	**Excel for Office 365 Ribbon location**	**Keyboard shortcut**
Go to the Formulas tab	Formulas	Alt-M
Insert a function	Formulas tab > Function Library group > Insert Function	Shift-F3 *or* Alt-M, F
Insert an AutoSum function	Formulas tab > Function Library group > AutoSum	Alt-M, U
Insert a recently used function	Formulas tab > Function Library group > Recently Used	Alt-M, R
Insert a financial, logical, text, date & time, lookup & reference, math & trig or other specialized function	Formulas tab > Function Library group	*Varies by type; use Alt-M to see shortcuts in Functions group*
Create, edit, delete or find all names in the workbook	Formulas tab > Defined Names group > Name Manager	Ctrl-F3 *or* Alt-M, N
Trace precedents (cells that affect the value of the selected cell)	Formulas tab > Formula Auditing group > Trace Precedents	Alt-M, P
Trace dependents (cells that are affected by the value of the selected cell)	Formulas tab > Formula Auditing group > Trace Dependents	Alt-M, D
Show formulas in each cell instead of the resulting values	Formulas tab > Formula Auditing group > Show Formulas	Alt-M, H
Check formulas for errors	Formulas tab > Formula Auditing group > Error Checking	Alt-M, K
Debug a complex formula	Formulas tab > Formula Auditing group > Evaluate Formula	Alt-M, V
Calculate the entire workbook	Formulas tab > Calculation group > Calculate Now	F9 *or* Alt-M, B
Calculate the current worksheet	Formulas tab > Calculation group > Calculate Sheet	Shift-F9 *or* Alt-M, J

Data tab
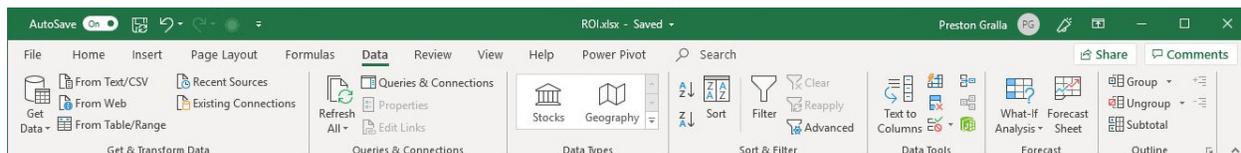
Here's where to go for all tools related to working with data. You'll be able to grab data from many different sources, transform it, sort and filter it, validate it, remove duplicate data, perform a what-if analysis and create a forecast worksheet from historical data.

Useful Data tab commands		
Action	**Excel for Office 365 Ribbon location**	**Keyboard shortcut**
Go to the Data tab	Data	Alt-A
Get data from Microsoft Access	Data tab > Get & Transform Data group > Get Data > From Access	Alt-A, FA
Get data from a file	Data tab > Get & Transform Data group > Get Data > From File	Alt-A, PN, F, then choose the file type
Get data from a database	Data tab > Get & Transform Data group > Get Data > From Database	Alt-A, PN, D, then choose the database
Get data from Azure	Data tab > Get & Transform Data group > Get Data > From Azure	Alt-A, PN, A, E, then choose the Azure source
Get data from an online service	Data tab > Get & Transform Data group > Get Data > From Online Services	Alt-A, PN, E, then choose the online service
Get data from other sources	Data tab > Get & Transform Data group > Get Data > From Other Sources	Alt-A, PN, O, then choose the source
Get data from the web	Data tab > Get & Transform Data group > From Web	Alt-A, FW
Manage and connect to recent sources of queries	Data tab > Get & Transform Data group > Recent Sources	Alt-A, PR
Get data from an existing connection	Data tab > Get & Transform Data group > Existing Connections	Alt-A, X
Create a query from an Excel table	Data tab > Get & Transform Data group > From Table/Range	Alt-A, PT
Show all queries and connections in the workbook	Data tab > Queries & Connections group > Queries & Connections	Alt-A, O
Refresh all queries and connections in the workbook	Data tab > Queries & Connections group > Refresh All	Alt-A, R
Convert cells to retrieve stock information	Data tab > Data Types group > Stocks	Alt-A, D1 and select Stocks
Convert cells to retrieve geographic information	Data tab > Data Types group > Geography	Alt-A, D1 and select Geography
Sort data	Data tab > Sort & Filter group > Sort	Alt-A, SA (ascending order); Alt-A, SD (descending order)
Filter data	Data tab > Sort & Filter group > Filter	Ctrl-Shift-L *or* Alt-A, T
Split text (such as city, state) into separate columns	Data tab > Data Tools group > Text to Columns	Alt-A, E
Automatically fill values in cells	Data tab > Data Tools group > Flash Fill	Ctrl-E *or* Alt-A, FF

Remove duplicate rows	Data tab > Data Tools group > Remove Duplicates	Alt-A, M
Limit the type of data that can be entered in a cell	Data tab > Data Tools group > Data Validation	Alt-A, V
Perform a What-If Analysis	Data tab > Data Tools group > What-If Analysis	Alt-A, W
Create a new worksheet to predict trends from historical data	Data tab > Data Tools group > Forecast Sheet	Alt-A, FC
Group rows or columns	Data tab > Outline group > Group	Alt-Shift-Right Arrow
Ungroup rows or columns	Data tab > Outline group > Ungroup	Alt-Shift-Left Arrow

Review tab
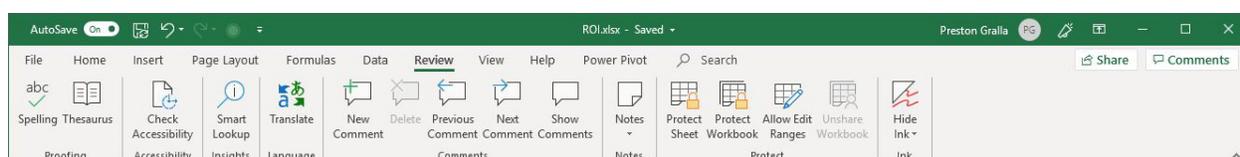
Want to share comments with others in a worksheet, check spelling, work in markup mode, review other people's markups, compare documents or protect workbooks and worksheets? This is the tab for you.

Useful Review tab commands		
Action	**Excel for Office 365 Ribbon location**	**Keyboard shortcut**
Go to the Review tab	Review	Alt-R
Spell-check the worksheet	Review tab > Proofing group > Spelling	F7 *or* Alt-R, S
Check the document for accessibility to people with disabilities	Review tab > Accessibility group > Accessibility	Alt-R, A
Use Smart Lookup	Review tab > Insights group > Smart Lookup	Alt-R, RS
Translate selected text	Review tab > Language group > Translate	Alt-R, L
Insert a comment	Review tab > Comments group > New Comment	Shift-F2 *or* Alt-R, C
Delete a comment	Review tab > Comments group > Delete	Alt-R, D
Go to previous comment	Review tab > Comments group > Previous	Alt-R, V
Go to next comment	Review tab > Comments group > Next	Alt-R, N
Show or hide all comments in the worksheet	Review tab > Comments group > Show Comments	Alt-R, H1
Limit the changes other users can make to the worksheet	Review tab > Protect group > Protect Sheet	Alt-R, PS
Prevent others from moving, deleting or adding sheets to the workbook	Review tab > Protect group > Protect Workbook	Alt-R, PW

View tab
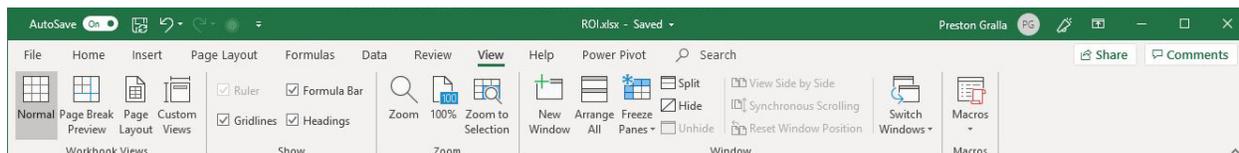
Go here to change the view, including displaying a ruler, grid lines, the formula bar and headings; zooming in and out; splitting a window; changing between views (normal, page break, etc.); and so on. It's also the place to view and record macros.

Useful View tab commands		
Action	**Excel for Office 365 Ribbon location**	**Keyboard shortcut**
Go to the View tab	View	Alt-W
Use the normal view	View > Workbook Views group > Normal	Alt-W, L
Use the page break preview view	View > Workbook Views group > Page Break	Alt-W, I
Use the page layout view	View > Workbook Views group > Page Layout	Alt-W, P
Show / hide the ruler	View > Show group > Ruler	Alt-W, R
Show / hide the gridlines	View > Show group > Gridlines	Alt-W, VG
Show / hide the formula bar	View > Show group > Formula Bar	Alt-W, VF
Show / hide headings	View > Show group > Headings	Alt-W, VH
Zoom in and out	View > Zoom group > Zoom	Alt-W, Q
Set zoom to 100%	View > Zoom group > 100%	Alt-W, J
Zoom so selected cells fill the entire window	View > Zoom group > Zoom to Selection	Alt-W, G
Open the same workbook in a new window	View > Window group > New Window	Alt-W, N
Stack open windows to see them all at once	View > Window group > Arrange All	Alt-W, A
Freeze a portion of the sheet so it's visible while scrolling through the rest	View > Window group > Freeze Panes	Alt-W, F
Split a window into separate panes, or remove the split	View > Window group > Split	Alt-W, S
Hide the current window	View > Window group > Hide	Alt-W, H
Unhide a hidden window	View > Window group > Unhide	Alt-W, U
View workbooks side by side	View > Window group > View Side by Side	Alt-W, B
Scroll two documents at the same time	View > Window group > Synchronous Scrolling	Alt-W, VS
Reset side-by-side documents so they share the screen equally	View > Window group > Reset Window Position	Alt-W, T
Switch to another open Excel window	View > Window group > Switch Windows	Alt-W, W
View, record or pause a macro	View > Macros group > Macros	Alt-F8 *or* Alt-W, M

Help tab
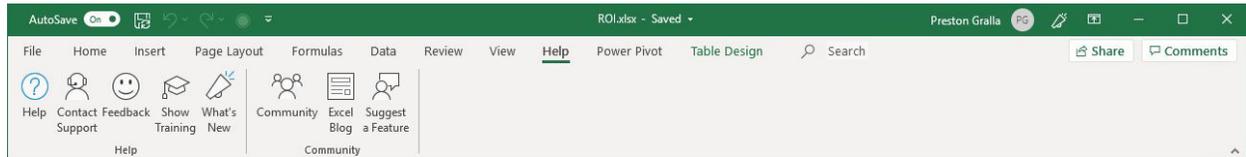
Looking for help with Excel? The obvious place to go is the Help tab, which offers not just a way to search for help, but also to check out Microsoft's Excel blog and get advice from other Excel users.

Action	Excel for Office 365 Ribbon location	Keyboard shortcut
Go to the Help tab	Help	Alt-Y*
Search through Help	Help tab > Help group > Help	Alt-Y, H
Contact Microsoft support	Help tab > Help group > Contact Support	Alt-Y, C
See Microsoft's Excel tutorials	Help tab > Help group > Show Training	Alt-Y, S
Find out what's new in Excel	Help tab > Help group > What's New	Alt-Y, W
Go to Microsoft's Excel discussion board	Help tab > Community group > Community	Alt-Y, M
Read Microsoft's Excel blog	Help tab > Community group > Excel blog	Alt-Y, B
Suggest an Excel feature	Help tab > Community group > Suggest a Feature	Alt-Y, F

*Note that if you have the Power Pivot tab, the keyboard shortcuts for the Help tab start with Alt-Y1, and the shortcuts for the Power Pivot tab start with Alt-Y2.

Contextual tabs

Some tabs are not part of the basic Ribbon but appear only in certain contexts. For instance, the Chart Design and Format tabs appear only when you insert a chart into your worksheet and position your cursor in it. The Chart Design tab lets you set what the chart looks like and what data appears in it, and the Format tab lets you control how it integrates with the page and do things such as change the styles of the shapes and lines in the chart.
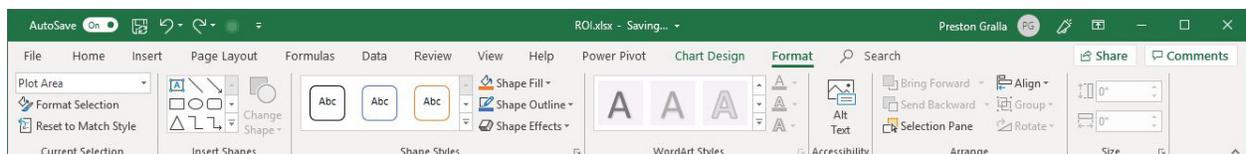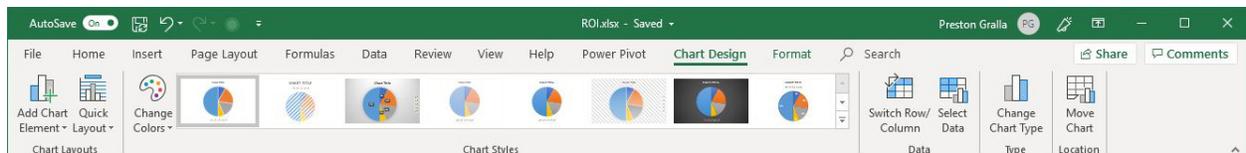
Similarly, when you insert a table in your worksheet and position your cursor in it, the Table Design tab appears. It lets you control the table's style, insert a slicer, summarize data with a PivotTable, and more.

The Picture Format tab appears only when you've inserted an image into your worksheet and your cursor is positioned in the image area. It lets you do everything from selecting a border for the image to adding artistic effects to it.

Following are some of the most commonly used commands from these contextual tabs. The keyboard shortcuts work only if your cursor is in the chart, table or picture.

Useful contextual tab commands		
Action	**Excel for Office 365 Ribbon location**	**Keyboard shortcut**
Go to the Chart Design tab (when cursor is on a chart)	Chart Design	Alt-JC
Select a chart style	Chart Design tab > Chart Styles group	Alt-JC, S
Add a chart element (title, legend, data labels, etc.)	Chart Design tab > Chart Layouts group > Add Chart Element	Alt-JC, A
Change chart type	Chart Design tab > Type > Change Chart Type	Alt-JC, C
Go to the Format tab (when cursor is on a chart)	Format	Alt-JA
Select a style theme for a chart	Format tab > Shape Styles group	Alt-JA, SS
Use a WordArt style for a chart's text	Format tab > WordArt Styles group	Alt-JA, Q
Format elements of a chart	Format tab > Current Selection group > Format Selection > Format pane appears on right	Alt-JA, M
Go to the Table Design tab (when cursor is on a table)	Table Design	Alt-JT
Select a table style	Table Design tab > Table Styles group	Alt-JT, S
Insert a slicer	Table Design tab > Tools group > Insert Slicer	Alt-JT, E
Create a PivotTable	Table Design tab > Tools group > Summarize with PivotTable	Alt-JT, V
Go to the Picture Format tab (when cursor is on a picture)	Picture Format	Alt-JP
Select a picture style	Picture Format tab > Picture Styles group	Alt-JP, K
Correct a picture's colors or brightness	Picture Format tab > Adjust group > Corrections	Alt-JP, R
Add artistic effects	Picture Format tab > Adjust group > Artistic Effects	Alt-JP, X

Other tabs

Note that there are other tabs available to you as well, including Draw, which lets those with touch devices annotate and draw on their worksheets, and Power Pivot, which lets you work with very large data sets, create relationships between tables, and use data to create PivotTables and PivotCharts. These tabs don't appear for all users, but do appear in response to certain triggers, such as working in touch mode on a touch-enabled device or after you enable the Power Pivot add-in in Excel.

Preston Gralla is a contributing editor for Computerworld *and the author of more than 45 books, including* Windows 8 Hacks *(O'Reilly, 2012) and* How the Internet Works *(Que, 2006).*