

# Excel Legacy Alt-Key Shortcuts

<b>File Menu</b>	
New	Alt+F-N
Open	Alt+F-O
Close	Alt+F-C
Save	Alt+F-S
Save As	Alt+F-A
Print Preview	Alt+F-V
Print	Alt+F-P
Send To	Alt+F-D
<b>Edit Menu</b>	
Undo	Alt+E-U
Cut	Alt+E-T
Copy	Alt+E-C
Office Clipboard	Alt+E-B
Paste	Alt+E-P
Paste Special	Alt+E-S
Delete	Alt+E-D
Find	Alt+E-F
Replace	Alt+E-E
Go To	Alt+E-G
<b>View Menu</b>	
Normal	Alt+V-N
Page Break Preview	Alt+V-P
Formula Bar	Alt+V-F
Header and Footer	Alt+V-H
Comments	Alt+V-C
Customer Views	Alt+V-V
Zoom	Alt+V-Z

<b>Insert Menu</b>	
Cells	Alt+I-E
Rows	Alt+I-R
Columns	Alt+I-C
Worksheet	Alt+I-W
Chart	Alt+I-H
Symbol	Alt+I-S
Page Break	Alt+I-B
Function	Alt+I-F
Name Define	Alt+I-N-D
Name Create	Alt+I-N-C
Comment	Alt+I-M
Picture – Clipart	Alt+I-P-C
Picture – From File	Alt+I-P-F
Object	Alt+I-O
Hyperlink	Alt+I-I
<b>Format Menu</b>	
Cells	Alt+O-E
Row Height	Alt+O-R-E
Row AutoFit	Alt+O-R-A
Row Hide	Alt+O-R-H
Row Unhide	Alt+O-R-U
Column Width	Alt+O-C-W
Column AutoFit Selection	Alt+O-C-A
Sheet Rename	Alt+O-H-R
Sheet Hide	Alt+O-H-H
Sheet Unhide	Alt+O-H-U
Sheet Background	Alt+O-H-B
AutoFormat	Alt+O-A
Conditional Formatting	Alt+O-D
Style	Alt+O-S

<b>Tools Menu</b>	
Spelling	Alt+T-S
Protection – Protect Sheet	Alt+T-P-P
Protection – Protect Workbook	Alt+T-P-W
Protection – Protect and Share Workbook	Alt+T-P-S
Macro - Macros	Alt+T-M-M
Macro – Record New Macro	Alt+T-M-R
Macro – Security	Alt+T-M-S
Macro – Visual Basic Editor	Alt+T-M--V
Options	Alt+T-O
<b>Data Menu</b>	
Sort	Alt+D-S
Filter – AutoFilter	Alt+D-F-F
Filter – Show All	Alt+D-F-S
Filter – Advanced Filter	Alt+D-F-A
Form	Alt+D-O
Subtotals	Alt+D-B
Validation	Alt+D-L
Table	Alt+D-T
Text to Columns	Alt+D-E
Consolidate	Alt+D-N
Group and Outline – Hide Details	Alt+D-G-H
Group and Outline – Show Details	Alt+D-G-S
Group and Outline – Group	Alt+D-G-G
Group and Outline – Ungroup	Alt+D-G-U
Group and Outline – Auto Outline	Alt+D-G-A
PivotTable and PivotChart Report	Alt+D-P
Import External Data – Import Data	Alt+D-D-D
Import External Data – New Web Query	Alt+D-D-W
Import External Data – New Database Query	Alt+D-D-N
List – Create List	Alt+D-I-C
List – Resize List	Alt+D-I-R
List –Total Row	Alt+D-I-T
List –Convert to Range	Alt+D-I-V

<b>Window Menu</b>	
New Window	Alt+W-N
Arrange	Alt+W-A
Hide	Alt+W-H
Unhide	Alt+W-U
Split	Alt+W-S
Freeze Panes	Alt+W-F