20 Excel Pivot Table Shortcut Keys | By Excelgraduate

## **Most Common Keyboard Shortcut Keys for Pivot Table in Excel**

Here’re the common keyboard shortcut keys for Pivot Table in Excel:

1. **Create PivotTable:** Alt + N + V
2. **Refresh PivotTable:** Alt + F5
3. **Expand/Collapse Field:** Alt + Shift + +/-
4. **Group Items:** Alt + Shift + right arrow
5. **Ungroup Items:** Alt + Shift + left arrow
6. **Move to Row Labels:** Alt + Shift + R
7. **Move to Column Labels:** Alt + Shift + C
8. **Move to Values Area:** Alt + Shift + V
9. **Show/Hide Field List:** Alt + Shift + F
10. **Toggle Field Headers:** Alt + Shift + L

Note: These shortcuts may vary slightly based on your Excel version and operating system.

| **Task** | **Keyboard Shortcut Keys** |
| --- | --- |
| **Navigate to a Pivot Table** | **Alt + Left/Right Arrow** |
| **Select Entire Pivot Table** | **Ctrl + A** |
| **Move to Different Sections** | **Tab/Shift + Tab** |
| **Move to Fields List** | **Alt + Down Arrow** |
| **Add/Remove Field** | **Alt + Shift + (+/-)**  |
| **Open Field Settings** | **Alt + E + S + V + Enter** |
| **Show/Hide Field List** | **Alt + Shift + F** |
| **Group Dates in Pivot Table** | **Alt + Shift + Right Arrow** |
| **Ungroup Dates in Pivot Table** | **Alt + Shift + Left Arrow** |
| **Expand/Collapse a Field in Pivot Table** | **Alt + Left/Right Arrow** |
| **Refresh Pivot Table in Excel** | **Alt + F5** |
| **Show/Hide Grand Total** | **Alt + J + T + T** |
| **Show/Hide Subtotals** | **Alt + J + T + S** |
| **Insert Calculated Field** | **Alt + N + V + Enter** |
| **Filter Values** | **Alt + Down Arrow** |
| **Move to the Next Sheet** | **Ctrl + Page Down** |
| **Move to the Previous Sheet** | **Ctrl + Page Up** |
| **Create a Pivot Table in Excel** | **ALT + N + V + T** |
| **Close a Pivot Table in Excel** | **Alt + Shift + Left Arrow** |
| **Open PivotTable Field List** | **Alt + Shift + F11** |

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