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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