



# Common Excel Shortcut Keys

Section 3, Lecture 10 – Excel 101

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## Excel Shortcut Keys

Key	Description
<b>Ctrl+PgDn</b>	Switches between worksheet tabs, from left-to-right.
<b>Ctrl+PgUp</b>	Switches between worksheet tabs, from right-to-left.
<b>Ctrl+Shift+&amp;</b>	Applies the outline border to the selected cells.
<b>Ctrl+Shift_</b>	Removes the outline border from the selected cells.
<b>Ctrl+Shift+~</b>	Applies the General number format.
<b>Ctrl+Shift+\$</b>	Applies the Currency format with two decimal places (negative numbers in parentheses).
<b>Ctrl+Shift+%</b>	Applies the Percentage format with no decimal places.
<b>Ctrl+Shift+^</b>	Applies the Scientific number format with two decimal places.
<b>Ctrl+Shift+#</b>	Applies the Date format with the day, month, and year.
<b>Ctrl+Shift+@</b>	Applies the Time format with the hour and minute, and AM or PM.
<b>Ctrl+Shift+!</b>	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
<b>Ctrl+Shift+*</b>	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns).  In a PivotTable, it selects the entire PivotTable report.
<b>Ctrl+Shift+:</b>	Enters the current time.
<b>Ctrl+Shift+"</b>	Copies the value from the cell above the active cell into the cell or the Formula Bar.
<b>Ctrl+Shift+Plus (+)</b>	Displays the <b>Insert</b> dialog box to insert blank cells.
<b>Ctrl+Minus (-)</b>	Displays the <b>Delete</b> dialog box to delete the selected cells.
<b>Ctrl+;</b>	Enters the current date.
<b>Ctrl+`</b>	Alternates between displaying cell values and displaying formulas in the worksheet.
<b>Ctrl+'</b>	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
<b>Ctrl+1</b>	Displays the <b>Format Cells</b> dialog box.
<b>Ctrl+2</b>	Applies or removes bold formatting.

<b>Ctrl+3</b>	Applies or removes italic formatting.
<b>Ctrl+4</b>	Applies or removes underlining.
<b>Ctrl+5</b>	Applies or removes strikethrough.
<b>Ctrl+6</b>	Alternates between hiding and displaying objects.
<b>Ctrl+8</b>	Displays or hides the outline symbols.
<b>Ctrl+9</b>	Hides the selected rows.
<b>Ctrl+0</b>	Hides the selected columns.
<b>Ctrl+A</b>	<p>Selects the entire worksheet.</p> <p>If the worksheet contains data, Ctrl+A selects the current region. Pressing Ctrl+A a second time selects the entire worksheet.</p> <p>When the insertion point is to the right of a function name in a formula, displays the <b>Function Arguments</b> dialog box.</p> <p>Ctrl+Shift+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.</p>
<b>Ctrl+B</b>	Applies or removes bold formatting.
<b>Ctrl+C</b>	Copies the selected cells.
<b>Ctrl+D</b>	Uses the <b>Fill Down</b> command to copy the contents and format of the topmost cell of a selected range into the cells below.
<b>Ctrl+E</b>	Adds more values to the active column by using data surrounding that column.
<b>Ctrl+F</b>	<p>Displays the <b>Find and Replace</b> dialog box, with the <b>Find</b> tab selected.</p> <p>Shift+F5 also displays this tab, while Shift+F4 repeats the last <b>Find</b> action.</p> <p>Ctrl+Shift+F opens the <b>Format Cells</b> dialog box with the <b>Font</b> tab selected.</p>
<b>Ctrl+G</b>	<p>Displays the <b>Go To</b> dialog box.</p> <p>F5 also displays this dialog box.</p>
<b>Ctrl+H</b>	Displays the <b>Find and Replace</b> dialog box, with the <b>Replace</b> tab selected.
<b>Ctrl+I</b>	Applies or removes italic formatting.
<b>Ctrl+K</b>	Displays the <b>Insert Hyperlink</b> dialog box for new hyperlinks or the <b>Edit Hyperlink</b> dialog box for selected existing hyperlinks.
<b>Ctrl+L</b>	Displays the <b>Create Table</b> dialog box.
<b>Ctrl+N</b>	Creates a new, blank workbook.

<b>Ctrl+O</b>	Displays the <b>Open</b> dialog box to open or find a file.  Ctrl+Shift+O selects all cells that contain comments.
<b>Ctrl+P</b>	Displays the <b>Print</b> tab in Microsoft Office Backstage view.  Ctrl+Shift+P opens the <b>Format Cells</b> dialog box with the <b>Font</b> tab selected.
<b>Ctrl+Q</b>	Displays the <b>Quick Analysis</b> options for your data when you have cells that contain that data selected.
<b>Ctrl+R</b>	Uses the <b>Fill Right</b> command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.
<b>Ctrl+S</b>	Saves the active file with its current file name, location, and file format.
<b>Ctrl+T</b>	Displays the <b>Create Table</b> dialog box.
<b>Ctrl+U</b>	Applies or removes underlining.  Ctrl+Shift+U switches between expanding and collapsing of the formula bar.
<b>Ctrl+V</b>	Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you have cut or copied an object, text, or cell contents.  Ctrl+Alt+V displays the <b>Paste Special</b> dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.
<b>Ctrl+W</b>	Closes the selected workbook window.
<b>Ctrl+X</b>	Cuts the selected cells.
<b>Ctrl+Y</b>	Repeats the last command or action, if possible.
<b>Ctrl+Z</b>	Uses the <b>Undo</b> command to reverse the last command or to delete the last entry that you typed.