Popular Excel Keyboard Shortcuts
(Excel 2007, Excel 2010)

1. Files, Printing, Applications

2. Navigate Workbooks and Worksheets

3. Show / Hide Columns and Rows

4. Selecting Cells

5. Copy, Cut, Paste, Insert, Delete Cells

6. Undo, Restore, Repeat

7. Comments

8. Find, Replace and Go To

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11. Formulas and Functions

12. Formula Auditing

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14. Formatting

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Popular Excel Keyboard Shortcuts (Excel 2007, Excel 2010)

1. Files, Printing, Applications

Shortcut	Action in Excel
Ctrl + N	**N**ew workbook
Ctrl + O	**O**pen existing workbook
Alt + F + R	**F**ile menu, open **r**ecent workbook
Ctrl + F4 or Ctrl + W	Close active **w**orkbook (keeps Excel open)
Ctrl + S	**S**ave active workbook
F12	Save As ... different name, location, file type
F1	Open help menu
Ctrl + P	Open **P**rint dialog box
Ctrl + F2	Open Print Preview mode
Alt + Tab	Switch to next open application
Shift + Alt + Tab	Switch to previous open application
Alt + F4	Close Excel

2. Navigate Workbooks and Worksheets

Shortcut	Action in Excel
Ctrl + Tab	Switch to next open workbook window (if available)
Ctrl + Shift + Tab	Switch to previous open workbook window (if available)
Ctrl + Page Down	Move to and activate next worksheet in workbook
Ctrl + Page Up	Move to and activate previous worksheet in workbook
Shift + F11	Insert new worksheet to left of active worksheet
Tab or →	Move one cell to right
Shift + Tab or ←	Move one cell to left
↑ or ↓	Move one cell up or down
Ctrl + →	Move to last occupied cell in row of data block
Ctrl + ←	Move to first occupied cell in row of data block
Ctrl + ↑	Move to first occupied cell in column of data block
Ctrl + ↓	Move to last occupied cell in column of data block
Ctrl + End	Move to last (bottom) occupied cell of data block
Ctrl + Home	Move to cell A1
Ctrl + . (Period)	Move clockwise to next corner of selected range

3. Show / Hide Columns and Rows

Shortcut	Action in Excel
Ctrl + 0 (zero)	Hide current column
Ctrl + 9	Hide current row
Ctrl + Shift + 9	Unhide current row
Ctrl + Shift + (	Unhide rows within selection
Ctrl + Shift +)	Unhide columns within selection
Ctrl + 8	Toggle outline symbol display
Alt + ;	Select visible cells only (use when copying collapsed outline levels)
Shift + Alt + ←	Open Group selection dialog box
Shift + Alt + →	Open Ungroup selection dialog box

4. Selecting Cells

Shortcut	Action in Excel
Shift + Arrow	Select the cell(s) in that direction (left, right, up, or down)
Ctrl + Shift + Arrow	Select to the last occupied cell in that direction
Ctrl + Shift + End	Select from active cell to last occupied cell that is down and to the right
Ctrl + Shift + Home	Select from active cell to first occupied cell that is up and to the left
Shift + Backspace	Collapse cell selection to just active cell
Ctrl + A	Select all of the occupied cells in current range; press again to select all cells in worksheet
Alt + ;	Select visible cells only (use when copying collapsed outline levels)
Ctrl + Space Bar	Select all cells in current column
Shift + Space Bar	Select all cells in current row
Ctrl + Shift + (plus)	Insert new row (note: select row first)
Ctrl + (hyphen)	Delete selected row (note: select row first)
F8	Turn on extend-selection mode; use arrow keys; F8 or Esc to exit extend-selection mode

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5. Copy, Cut, Paste, Insert, Delete Cells

Shortcut	Action in Excel
Ctrl + C	Copy selection to clipboard
Ctrl + X	Cut selection to clipboard
Ctrl + V	Paste last selection that was cut or copied to clipboard
Delete	Clear contents of current selection (leaves formatting intact)
Ctrl + (plus)	Open Insert Cells dialog box
Ctrl + (minus)	Open Delete Cells dialog box
Ctrl + ' (apostrophe)	Copy contents of cell above into active cell (note: formulas are an exact copy)
Ctrl + D	Copy contents of cell above into active cell
Ctrl + R	Copy contents of cell to the left into active cell
Shift + F10	Open context menu; navigate using up & down arrow keys then hit enter to make selection

6. Undo, Restore, Repeat

Shortcut	Action in Excel
Ctrl + Z	Undo last action
Ctrl + Y	Restore undo action
F4	Repeat last action

7. Comments

Shortcut	Action in Excel
Shift + F2	Add new comment; edit cell comment
Ctrl + Shift + O	Select all cells with comments

8. Find, Replace and Go To

Shortcut	Action in Excel
Ctrl + F	Open Find dialog box
Ctrl + H	Open Replace dialog box
Ctrl + G or F5	Open Go To dialog box

9. Entering Data

Shortcut	Action in Excel
Ctrl + ; (semi-colon)	Enter current date
Ctrl + Shift + : (colon)	Enter current time
Enter	Accept entry and move active cell down one row
Ctrl + Enter	Accept entry and keep active cell in place
Shift + Enter	Accept entry and move active cell up one row
Tab	Accept entry and move active cell one column to right
Shift + Tab	Accept entry and move active cell one column to left
Selection, Ctrl + Enter	Select cells, enter data, hit Ctrl + Enter to have data entered in every cell selected
Alt + Enter	Create line break inside cell (aka. line wrap or carriage return)
Esc	Cancel cell entry

10. Editing Data

Shortcut	Action in Excel
F2	Begin editing active cell; insertion point is at end of cell contents, then use following commands while in edit mode:
Home	Move insertion point to beginning of cell
End	Move insertion point to end of cell
Ctrl + →	Move insertion point one word to the right
Ctrl + ←	Move insertion point one word to the left
Backspace	Delete character to left of insertion point
Delete	Delete character to right of insertion point
Ctrl + Delete	Delete all characters from insertion point to end of cell contents
(apostrophe)	As 1st character in cell, format entry as "text"
F7	Begin Spell Check

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11. Formulas and Functions

Shortcut	Action in Excel
Shift + F3	Open Insert Function dialog box
Ctrl + A	Open Function Argument dialog box - when insertion point is to right of function name and (
Ctrl + Shift + A	Insert parentheses () and function argument names - when insertion point is to right of function name
F2	Edit formula in cell; insertion point is at end of cell contents
F3	Open Paste Name dialog box
Alt + =	Insert AutoSum formula
Highlight Portion of Formula + F4	Cycle between absolute, mixed and relative references for highlighted cells

12. Formula Auditing

Shortcut	Action in Excel
Highlight Portion of Formula + F9	Evaluates selected portion of formula; press Esc to return to editing
Ctrl + ` (single left quotation mark)	Toggle between showing formula and formula result
Ctrl + [(open bracket)	Select direct precedent cells
Shift + Ctrl + [(open bracket)	Select all precedent cells
Ctrl +] (close bracket)	Select direct dependent cells
Shift + Ctrl +] (close bracket)	Select all dependent cells
Shift + Ctrl + { (open brace)	Select all cells directly or indirectly referenced by formulas in selection
Shift + Ctrl + } close brace)	Select cells with formulas that directly or indirectly reference active cell

13. Named Ranges

Shortcut	Action in Excel
Ctrl + Shift + F3	Open Create Names from Selection dialog box (note: select cells and labels first)
F3	Open Paste Name dialog box
Ctrl + F3	Define name; open Name Manager dialog box

14. Formatting

Shortcut	Action in Excel
Ctrl + 1	Open Format Cells dialog box; use the 1 key on the keyboard, not on keypad
Alt + ' (apostrophe)	Open Style dialog box
Ctrl + B	Toggle bold formatting
Ctrl + I	Toggle italic formatting
Ctrl + U	Toggle underline formatting
Ctrl + Shift + & (ampersand)	Apply outline border to selected cells
Ctrl + Shift + _ (underscore)	Remove outline border from selected cells
Ctrl + Shift + ~ (tilde)	Apply general number format
Ctrl + Shift + $	Apply currency format with two decimal places
Ctrl + Shift + %	Apply percentage format with zero decimal places
Ctrl + Shift + # (pound or hash symbol)	Apply day, month, year date format
Ctrl + Shift + @	Apply hour, minute AM/PM time format
Ctrl + Shift + ! (exclamation)	Apply number format with thousands separator & two decimal places
Ctrl + K	Insert a hyperlink to selected text