

Shortcut with Function Key

Function Keys	Description
F1	Open " Microsoft Office Excel Help ".
F2	Edit an Excel cell.
F3	Displays the " Paste Name " dialog box.
F4	Repeats the last action.
F5	Opens " Go To " dialog box.
F6	Switches between worksheet and menu / Ribbon.
F7	Spelling Check.
F8	Switches Extend mode on / off.
F9	Calculates all worksheets in all open workbooks.
F10	Highlights shortcut keys of Menu and Ribbon items.
F11	Creates chart of selected cells.
F12	Opens " Save As " dialog box.

Shortcuts with Control Key

Control Keys	Description
CTRL + 1	Opens " Format Cells " dialog box.
CTRL + 2	Makes selected cell text bold.
CTRL + 3	Makes selected cell text italic.
CTRL + 4	Makes selected cell text underline.
CTRL + 5	Makes selected cell text strikethrough.

CTRL + 6	Displays / hides objects.
CTRL + 8	Displays / hides outline symbols.
CTRL + 9	Hides selected rows.
CTRL + 0	Hides selected columns.
CTRL + A	CTRL + A once will select current data range, second time it will select whole sheet and third time it will select whole worksheet.
CTRL + B	Makes selected cell text bold.
CTRL + C	Copy data.
CTRL + D	Fill Down command to paste topmost cell to all selected cells below it.
CTRL + F	Opens " Find and Replace " dialog box with " Find " tab.
CTRL + G	Opens " Go To " dialog box.
CTRL + H	Opens " Find and Replace " dialog box with " Replace " tab.
CTRL + I	Makes selected cell text italic.
CTRL + K	Opens insert " Insert Hyperlink " dialog box.
CTRL + N	Opens new workbook.
CTRL + O	Opens " Open " dialog box.
CTRL + P	Opens " Print " dialog box.
CTRL + R	" Fill Right " command to paste leftmost cell to all selected cells in the right side.
CTRL + S	Opens " Save As " dialog box.
CTRL + T	Opens " Create Table " dialog box.
CTRL + U	Makes selected cell text underline.
CTRL + V	Paste data.
CTRL + W	Close current sheet.

CTRL + X	Cut data.
CTRL + Y	Redo last action.
CTRL + Z	Undo last action.
CTRL + :	Insert current system time.
CTRL + ;	Insert current system date.
CTRL + "	Copy value of cell above it.
CTRL + '	Copy formula of cell above it.

Shortcuts with Shift Key

Keys	Description
Shift + F1	What's this? help
Shift + F2	Add / edit comment
Shift + F3	Insert function
Shift + F4	Find next without opening find and replace dialogue box
Shift + F5	Openes find and replace dialogue box and edit search term
Shift + F6	Switch between workbook panes in split Window mode and switch between help task pane and window if no split Window
Shift + F7	Open Research task panel
Shift + F8	Select cells/cells range with Arrow Key

Shift + F9	Recalculate formulas in active worksheet
Shift + F10	Displays shortcut menu (Mouse right click options)
Shift + F11	Add new worksheet in worksheet
Shift + F12	Save workbook

Miscellaneous Shortcuts

Keys	Description
ESC	Escapes dialog box, message box and discards text while writing in cell.
TAB	selects right side cell.
SHIFT + TAB	selects left side cell.
CTRL + TAB	Switches to next tab in dialog box.
CTRL + SHIFT + TAB	Switches to previous tab in dialog box.
BACKSPACE	Clears the whole content of the active cell if a cell selected. Clear a character to left side while editing or writing content in cell.
ENTER	Moves to one cell downwards.
ALT + ENTER	Inserts a line break within a cell.
CTRL + ENTER	Paste copied cell to all selected cells.
SHIFT + ENTER	Moves to one cell upwards.
SPACEBAR	Checks / Unchecks the checkbox, radio button and works like ENTER key in dialog box.

CTRL + SPACEBAR	Selects an entire column in a worksheet.
SHIFT + SPACEBAR	Selects an entire row in a worksheet.
CTRL + SHIFT + SPACEBAR	CTRL + SHIFT + SPACEBAR once will select current data range, second time it will select whole sheet cells and third time it will select whole worksheet.
ALT +SPACEBAR	Displays the Control menu for the Microsoft Office Excel window.
DELETE	Removes the text data from cell (Not formatting).
HOME	Moves to leftmost cell in the row.
CTRL + HOME	Moves to the top-left cell of a worksheet.
CTRL + SHIFT + HOME	Selects cells to the beginning of the data range from current cell.
END	Moves to the cell in the lower-right corner of the window (If SCROLL LOCK is turned on).
CTRL + END	Moves to the last cell in the lower-right corner of window.
CTRL + SHIFT END	Selects cells to the end of the data range from current cell.
PAGE UP	Moves the current view of worksheet to one screen up.
CTRL + PAGE UP	Moves to the previous sheet in workbook.
ALT + PAGE UP	Moves the current view of worksheet to one screen to the left.
CTRL + SHIFT + PAGE UP	Moves to the previous sheet in workbook.
PAGE DOWN	Moves the current view of worksheet to one screen down.
CTRL + PAGE DOWN	Moves to the next sheet in workbook.
ALT + PAGE DOWN	Moves the current view of worksheet to one screen to the right.

CTRL + SHIFT + PAGE DOWN	Moves to the next sheet in workbook.
ARROW	Move to one cell left / right / up / down.
CTRL + ARROW	Move to extreme left / right / up / down in a selected data range or blank sheet.
SHIFT + ARROW	Select / deselect one cell in the left / right / up / down from current cell.
CTRL + SHIFT + ARROW	Select / deselect current range of data or blank sheet in the left / right / up / down from current cell.
ALT + DOWN ARROW	Show a list of data in cells above to current cell as a dropdown.

