Excel Shortcuts Quick Reference

WORKBOOK

CTRL+O	Opens a workbook
CTRL+N	Create a new workbook
CTRL+P	Displays the print dialog box
CTRL+S	Save the workbook
CTRL+W	Closes the selected workbook
CTRL+F2	Displays print view
F9	Calculates all open workbooks
SHIFT+F9	Calculates the active worksheet
CTRL+F10	Maxmize / restore workbook
SHIFT+F11	Inserts a new worksheet
F12	Displays the Save As dialog box

FORMATTING

CTRL+SHIFT+~	Applies general format
CTRL+SHIFT+$	Applies currency format with two decimal places
CTRL+SHIFT+%	Applies percentage format with no decimal places.
CTRL+SHIFT+#	Applies date format
CTRL+SHIFT+@	Applies time format
CTRL+SHIFT+!	Applies the Number format with two decimal places, thousands separator
CTRL+1	Displays the Format Cells box

GENERAL

CTRL+~	Toggles values and formulas
SHIFT+F3	Insert Function dialog box
CTRL+F3	Name manager box
ALT+M+V	Evaluate formula box
CTRL+SHIFT+U	Expand /collapse of the formula bar
CTRL+F1	Displays or hides the Ribbon
CTRL+SHIFT+L	Applies / removes filter
ALT+A+Q	Advanced filter
ATL+T+O	Excel options

SELECTION

CTRL+A	Selects the entire worksheet (Press 3 times)
F8	Toggles extend mode
CTRL+SPACEBAR	Selects an entire column
SHIFT+SPACEBAR	Selects an entire row

EDITING

CTRL+SHIFT+:	Enters the current time
CTRL+;	Enters the current date
CTRL+C	Copies the selected cells
CTRL+D	Copies topmost cell of a range into the cells below
CTRL+R	Copies leftmost cell of a range into cells to right
CTRL+F	Find dialog box
CTRL+H+	Replace dialog box
CTRL+K	Edit hyperlink
CTRL+T	Create Table dialog box
CTRL+V	Paste
CTRL+ALT+V	Paste Special Dialog box
CTRL+X	Cuts the selected cells
CTRL+Z	Undoes last action
SHIFT+F2	Adds / edits comment
F4	Generates absolute and relative references
F7	Spell check
ALT+=	Autosum
ALT+F8	Opens Macro Dialog box
ALT+F11	Opens VB Editor
ALT+D+P	Opens pivot table wizard
ALT+A+M	Removes duplicates
ALT+A+E	Text to columns Wizard
ALT+ENTER	Enters a new line
ALT+D+L	Data validation

NAVIGATION

TAB	Left cell to right cell
SHIFT+TAB	Right cell to left cell
CTRL+G or F5	Go To dialog box
CTRL+END	Moves to last used cell
CTRL+Home	Moves to the first used cell
ALT+PAGE DOWN	Moves one screen to the right in a worksheet.
CTRL+PAGE DOWN	Moves to the next sheet in a workbook
ALT+PAGE UP	Moves one screen to the left in a worksheet
CTRL+PAGE UP	Moves to the previous sheet in a workbook
CTRL+Arrow	Moves to the edge of the current data region

Excel CTRL+0 to 9 Shortcuts

CTRL Shortcut	Action
CTRL+0	Hide the selected columns
CTRL+1	Open the Format Cells dialog
CTRL+2	Apply or remove Bold formatting to font (CTRL+B)
CTRL+3	Apply or remove Italics formatting to font (CTRL+I)
CTRL+4	Apply or remove Underline formatting to font (CTRL+U)
CTRL+5	Apply or remove strikethrough formatting to font
CTRL+6	Switch between hiding objects, displaying objects, and displaying placeholders for objects
CTRL+7	None
CTRL+8	Display or hide the outline symbols
CTRL+9	Hide the selected rows

Excel CTRL+F1 to F12 Shortcuts

CTRL Shortcut	Action
CTRL+F1	Displays or hides the ribbon
CTRL+F2	Displays the print preview area on the Print tab in the Backstage view
CTRL+F3	Opens Name manager
CTRL+F4	Closes the selected workbook window
CTRL+F5	Restores the window size of the selected workbook window
CTRL+F6	Switches between 2 Excel windows
CTRL+F7	Performs the Move command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press Enter, or Esc to cancel
CTRL+F8	Performs the Size command when a workbook is not maximized
CTRL+F9	Minimizes a workbook window to an icon
CTRL+F10	Maximizes or restores the selected workbook window
CTRL+F11	Insert a new sheet named Macro1,2....so on
CTRL+F12	Display File Open dialog box

Excel CTRL+A to Z Shortcuts

CTRL Shortcut	Action
CTRL+A	Select the entire worksheet
CTRL+B	Apply or remove Bold formatting to font
CTRL+C	Copy
CTRL+D	Copy the contents and format of the topmost cell of a selected range into the cells below
CTRL+E	Flash Fill
CTRL+F	Find
CTRL+G	Go To
CTRL+H	Find and Replace
CTRL+I	Apply or remove Italics formatting to font
CTRL+J	Not assigned. Still available.
CTRL+K	Open the Insert hyperlink dialog
CTRL+L	Display the Create Table dialog (Alternative is CTRL+T)
CTRL+M	Not assigned. Still available.
CTRL+N	Create a new Workbook
CTRL+O	Display File Open dialog box
CTRL+P	Invokes Print
CTRL+Q	Display the Quick Analysis options for selected cells that contain data
CTRL+R	Copy the contents and format of the leftmost cell of a selected range into the cells to the right
CTRL+S	Save the workbook
CTRL+T	Display the Create Table dialog (Alternative is CTRL+L)
CTRL+U	Apply or remove Underline formatting to font
CTRL+V	Paste
CTRL+W	Redo the last action
CTRL+X	Cut
CTRL+Y	Repeat the last command or action
CTRL+Z	Undo the last action