## **Excel Shortcut Keys**

| Kyle's Favorites  ALT+= AUTOSUM CTRL++ Delete Selected Row/Column CTRL++ Add Row/Column CTRL+B Bold F4 Absolute F11 Create chart based on selected data F1 Help CTRL+SHIFT+1 Applies number format CTRL+X Insert Hyperlink CTRL+Z Undo  Bryan's Favorites F9 Evaluate part of a formula – my favorite! CTRL+Y Redo CTRL+Y Redo CTRL+T Displays the create table dialog box CTRL+T Displays the create table dialog box CTRL+B Up Switches between worksheet tabs, left to right CTRL+D Up Switches between worksheet tabs, right to left CTRL+A Selects entire worksheet CTRL+D Displays the format cells dialog box CTRL+D Displays the format cells dialog box CTRL+B Displays the format cells dialog box CTRL+C Displays the format cells dialog box CTRL+B Displays the format cells dialog box CTRL+C Displays the format cells dialog box CTRL+B Displays the format cells dialog box CTRL+C Displays the format cells dialog box CTRL+C Displays the Go-To dialog box CTRL+C Undo CTRL+C Displays the Go-To dialog box CTRL+W Closes the selected workbook window Then the usual CTRL+N, +O, +P, +B, +C, +V, +X, +U, +I keyboard shortcuts that I use  Steve's Favorites  Tab When entering a formula, completes the function name and puts cursor inside parentheses e.g. type =SUM then hit tab, changes to =SUM( CTRL+C Copy CTRL+X Cut CTRL+Y Paste CTRL+Y Paste | Кеу               | Description   |
|--|-------------------|---|
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| CTRL++       Delete Selected Row/Column         CTRL+B       Add Row/Column         F4       Absolute         F11       Create chart based on selected data         F1       Help         CTRL+SHIFT+1       Applies number format         CTRL+X       Insert Hyperlink         CTRL+Z       Undo         Bryan's Favorites         F9       Evaluate part of a formula – my favorite!         CTRL+Z       Undo         CTRL+Y       Redo         CTRL+T       Displays the create table dialog box         CTRL+Bp Down       Switches between worksheet tabs, left to right         CTRL+Bp Up       Switches between worksheet tabs, right to left         CTRL+Bp Up       Switches between worksheet tabs, right to left         CTRL+B Displays the format cells dialog box         CTRL+A Selects entire worksheet         CTRL+B Displays the flor and replace dialog box         CTRL+B Displays the Go-To dialog box         CTRL+B Displays the Go-To dialog box         CTRL+W Closes the selected workbook window         Then the usual CTRL+N, +O, +P, +B, +C, +V, +X, +U, +I keyboard shortcuts that I use         Steve's Favorites         Tab       When entering a formula, completes the function name and puts cursor inside parentheses e.g. t  |                   | ALITOSLIM   |
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| CTRL+C Copy  CTRL+X Cut  CTRL+V Paste  CTRL+Enter When entering a formula, keeps the current cell selected instead of dropping   | CTRL+Z            |   |
| CTRL+X Cut CTRL+V Paste CTRL+Enter When entering a formula, keeps the current cell selected instead of dropping  | CTRL+C            | Сору  |
| CTRL+V Paste CTRL+Enter When entering a formula, <b>keeps the current cell selected</b> instead of dropping  | CTRL+X            |   |
|  | CTRL+V            |   |
|  | CTRL+Enter        | When entering a formula, keeps the current cell selected instead of dropping        |
| down a cen   |                   | down a cell   |
| CTRL+Pg Down Switch to the <b>next worksheet</b> . CTRL+Pg Up switches to the previous sheet   | CTRL+Pg Down      | Switch to the <b>next worksheet</b> . CTRL+Pg Up switches to the previous sheet     |
| Shift+Arrows Selects cells across and down the page  |                   |   |
| F4 Adds absolute, relative or mixed <b>cell references</b>   | F4                |   |
| F12 Opens the Save As dialogue box   | F12               |   |
| CTRL+S Saves the document  | CTRL+S            |   |
| F2 Edit the current cell   |                   |   |

| John's Favorites           |   |
|----------------------------|---|
| CTRL+T                     | Inserts a table in your selected range of cells   |
| CTRL+*                     | (CTRL+Shift+8) Selects the current region/range in all directions                           |
| CTRL+ARROW KEYS            | Moves to the last populated cell in that direction  |
| CTRL+H                     | Find and replace  |
| F9                         | Audit formulas  |
|                            |   |
| <b>Big List of Shortcu</b> | its   |
| ARROW KEYS                 | Moves the selected cell one cell in the direction of the arrow.                             |
| LEFT ARROW or RIGHT        | Selects the cell to the right or left of the current cell. Selects the tab to the left or   |
| ARROW                      | right when the Ribbon is selected. When a submenu is open or selected, these                |
|                            | arrow keys switch between the main menu and the submenu. When a Ribbon tab                  |
|                            | is selected, these keys navigate the tab buttons.   |
| SHIFT+ARROW KEY            | Extends the selection of cells by one cell.   |
| CTRL+SHIFT+ARROW           | <b>Extends the selection of cells to the last nonblank cell</b> in the same column or row   |
| KEY                        | as the active cell, or if the next cell is blank, extends the selection to the next         |
|                            | nonblank cell.  |
| CTRL+ARROW KEY             | Moves to the last populated cell in that direction  |
| ESC                        | Exit editing a formula without saving changes. Close an open dialogue box.                  |
| END                        | Moves to the cell in the lower-right corner of the window when SCROLL LOCK is               |
|                            | turned on. Also selects the last command on the menu when a menu or submenu is visible.     |
| CTRL+END                   | Moves to the last cell on a worksheet, in the lowest used row of the rightmost              |
|                            | used column. If the cursor is in the formula bar, CTRL+END moves the cursor to the          |
|                            | end of the text.  |
| CTRL+SHIFT+END             | Extends the selection of cells to the last used cell on the worksheet (lower-right          |
|                            | corner). If the cursor is in the formula bar, CTRL+SHIFT+END selects all text in the        |
|                            | formula bar from the cursor position to the end—this does not affect the height of          |
|                            | the formula bar.  |
| END then ARROW             | Press END to enter "end mode". Then press any arrow key to move to that end of              |
| KEYS                       | the data range. After pressing an arrow key, it will reset and you must push the            |
|                            | END key again to re-enter "end mode".   |
| ENTER                      | <b>Completes a cell entry</b> from the cell or the Formula Bar, and selects the cell below. |
| ALT+ENTER                  | Starts a <b>new line</b> in the same cell.  |
| CTRL+ENTER                 | Fills the selected cell range with the current entry.                                       |
| SHIFT+ENTER                | Completes a cell entry and selects the cell above.  |
| HOME                       | Moves to the <b>beginning of a row</b> in a worksheet.                                      |
| CTRL+HOME                  | Moves to the <b>beginning of a worksheet</b> .  |
| CTRL+SHIFT+HOME            | Extends the selection of cells to the beginning of the worksheet.                           |
| PAGE DOWN                  | Moves one screen down in a worksheet.   |
| ALT+PAGE DOWN              | Moves one screen to the right in a worksheet.   |
| CTRL+PAGE DOWN             | Moves to the <b>next sheet</b> in a workbook.   |
| CTRL+SHIFT+PAGE            | Selects the <b>current and next sheet</b> in a workbook.                                    |
| DOWN                       |   |

| Moves one screen up in a worksheet. ALT+PAGE UP Moves one screen to the left in a worksheet. CTRL+PAGE UP Moves to the previous sheet in a workbook. CTRL+SHIFT+PAGE UP Selects the current and previous sheet in a workbook.  TAB Moves one cell to the right in a worksheet. When entering a formula, completes the function name and puts cursor inside parentheses e.g. type =SUM then hit tab, changes to =SUM( SHIFT+TAB Moves to the previous cell in a worksheet or the previous option in a dialog box. CTRL+SHIFT+TAB Switches to the next tab in dialog box. CTRL+SHIFT+TAB Switches to the previous tab in a dialog box. F1 Help F2 Edit the selected cell F3 Displays the Paste Name dialogue box (first, you have to name a cell before F3 will work) F4 Cycles through all 4 types of cell references (e.g. absolute vs. relative) F5 Displays the Go To dialogue box F6 Switches between the worksheet, Ribbon, task pane, and Zoom controls. Also, moves to the next pane in a worksheet with split panes. F7 Displays the Spelling dialog box. F8 Turns extend mode on or off. F9 Calculates the workbook when you are in manual calculation mode. F10 Turns key tips on or off. ALT does the same thing. F11 Create chart based on selected data F12 Displays Save As dialogue box CTRL+F4 Displays or hides the Ribbon CTRL+F4 Closes the selected workbook window CTRL+F5 Restores the window size of the selected workbook window CTRL+F6 Switches to the next workbook window when more than one workbook window when a workbook window to an icon CTRL+F9 Minimizes a workbook window to an icon CTRL+F9 Minimizes a workbook window to delete the selected cells. CTRL+F10 Displays the Insert dialog box to delete the selected cells. CTRL+F9 Enters the current date. CTRL+Shift+Plus (+) Displays the Insert dialog box to delete the selected cells. CTRL+F10 Displays the Insert dialog box to delete the selected cells.   |                     |  |
|--|---------------------|--|
| CTRL+PAGE UP         Moves to the previous sheet in a workbook.           CTRL+SHIFT+PAGE UP         Selects the current and previous sheet in a workbook.           TAB         Moves one cell to the right in a worksheet. When entering a formula, completes the function name and puts cursor inside parentheses e.g. type =SUM then hit tab, changes to =SUM()           SHIFT+TAB         Moves to the previous cell in a worksheet or the previous option in a dialog box.           CTRL+SHIFT+TAB         Switches to the next tab in dialog box.           FUNCTION KEYS         F1           F1         Help           F2         Edit the selected cell           F3         Displays the Paste Name dialogue box (first, you have to name a cell before F3 will work)           F4         Cycles through all 4 types of cell references (e.g. absolute vs. relative)           F5         Displays the Go To dialogue box           F6         Switches between the worksheet, Ribbon, task pane, and Zoom controls. Also, moves to the next pane in a worksheet with split panes.           F7         Displays the Spelling dialog box.           F8         Turns extend mode on or off.           F9         Calculates the workbook when you are in manual calculation mode.           F10         Turns key tips on or off. ALT does the same thing.           F11         Create chart based on selected data           F12         Displays Save As d  | PAGE UP             | Moves one screen up in a worksheet.  |
| TRL+SHIFT+PAGE UP  Selects the current and previous sheet in a workbook.  Moves one cell to the right in a worksheet. When entering a formula, completes the function name and puts cursor inside parentheses e.g. type =SUM then hit tab, changes to =SUM(  SHIFT+TAB  Moves to the previous cell in a worksheet or the previous option in a dialog box.  CTRL+TAB  Switches to the next ab in dialog box.  CTRL+TAB  FUNCTION KEYS  F1  Help  F2  Edit the selected cell F3  Displays the Paste Name dialogue box (first, you have to name a cell before F3 will work)  F4  Cycles through all 4 types of cell references (e.g. absolute vs. relative) F5  Displays the G To dialogue box  F6  Switches between the worksheet, Ribbon, task pane, and Zoom controls. Also, moves to the next pane in a worksheet with split panes.  F7  Displays the Spelling dialog box.  F8  Turns extend mode on or off. F9  Calculates the workbook when you are in manual calculation mode.  F10  Turns key tips on or off. ALT does the same thing.  Create chart based on selected data  F12  Displays Save As dialogue box  CTRL+F1  Displays the Print Preview window. CTRL + P does the same thing.  CTRL+F2  Displays the Print Preview window. CTRL + P does the same thing.  CTRL+F4  Closes the selected workbook window  CTRL+F5  Restores the window size of the selected workbook window  CTRL+F6  Switches to the next workbook window when more than one workbook window) when a workbook is not maximized.  CTRL+F7  Minimizes a workbook window to an icon  CTRL+F9  Minimizes a workbook window to an icon  CTRL+F1  CTRL+F1  Displays the Pinter preview window to an icon  CTRL+F1  Minimizes a workbook window to an icon  CTRL+F9  Minimizes a workbook window to an icon  CTRL+F1  CTRL+F1  Displays the Pinter dialog box to delete the selected cells.  CTRL+F1  CTRL+Minus {-)  Displays the Pinter dialog box to delete the selected cells.  CTRL+F1  Enters the current date.  CTRL+F1  Alternates between displaying cell values and displaying formulas in the   | ALT+PAGE UP         | Moves one screen to the left in a worksheet.   |
| TAB         Moves one cell to the right in a worksheet. When entering a formula, completes the function name and puts cursor inside parentheses e.g. type =SUM then hit tab, changes to =SUM(           SHIFT+TAB         Moves to the previous cell in a worksheet or the previous option in a dialog box.           CTRL+AB         Switches to the next tab in dialog box.           FUNCTION KEYS         F1           F1         Help           F2         Edit the selected cell           F3         Displays the Paste Name dialogue box (first, you have to name a cell before F3 will work)           F4         Cycles through all 4 types of cell references (e.g. absolute vs. relative)           F5         Displays the Go To dialogue box           F6         Switches between the worksheet, Ribbon, task pane, and Zoom controls. Also, moves to the next pane in a worksheet with split panes.           F7         Displays the Spelling dialog box.           F8         Turns extend mode on or off.           F9         Calculates the workbook when you are in manual calculation mode.           F10         Turns key tips on or off. ALT does the same thing.           CTRL+F1         Displays Save As dialogue box           CONTROL KEY         Displays or hides the Ribbon           CTRL+F2         Displays the Print Preview window. CTRL + P does the same thing.           CTRL+F4         Closes the selected workbook window <td>CTRL+PAGE UP</td> <td>·</td>   | CTRL+PAGE UP        | ·  |
| the function name and puts cursor inside parentheses e.g. type =SUM then hit tab, changes to =SUM(  SHIFT+TAB Moves to the previous cell in a worksheet or the previous option in a dialog box.  CTRL+TAB Switches to the next tab in dialog box.  CTRL+SHIFT+TAB Switches to the previous tab in a dialog box.  FUNCTION KEYS  F1 Help  F2 Edit the selected cell  F3 Displays the Paste Name dialogue box (first, you have to name a cell before F3 will work)  F4 Cycles through all 4 types of cell references (e.g. absolute vs. relative)  F5 Displays the Go To dialogue box  F6 Switches between the worksheet, Ribbon, task pane, and Zoom controls. Also, moves to the next pane in a worksheet with split panes.  F7 Displays the Spelling dialog box.  F8 Turns extend mode on or off.  F9 Calculates the workbook when you are in manual calculation mode.  F10 Turns key tips on or off. ALT does the same thing.  CTRL+F1 Displays Save As dialogue box  CONTROL KEY  CTRL+F1 Displays or hides the Ribbon  CTRL+F2 Displays or hides the Ribbon  CTRL+F4 Closes the selected workbook window  CTRL+F5 Restores the window size of the selected workbook window  CTRL+F6 Switches to the next workbook window when more than one workbook window is open  CTRL+F7 Performs the Move command on the workbook window when it is not maximized.  CTRL+F8 Performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized.  CTRL+F9 Minimizes or restores the selected workbook window  CTRL+F9 Minimizes a workbook window to an icon  CTRL+F1 Displays the Pint Preview the selected workbook window  CTRL+F9 Displays the Pint Preview the selected workbook window  CTRL+F9 Displays the Pint Preview the selected workbook window  CTRL+F9 Displays the Displays the Displays the Displays the Delete dialog box to insert blank cells.  CTRL+Minus {-) Displays the Insert dialog box to delete the selected cells.  CTRL+Winus {-) Displays the Delete dialog box to delete the selected cells.  CTRL+Y Displays the Delete dialog box to delete the selected cells | CTRL+SHIFT+PAGE UP  | ·  |
| tab, changes to =SUM( SHIFT+TAB Moves to the previous cell in a worksheet or the previous option in a dialog box.  CTRL+TAB Switches to the next tab in dialog box.  CTRL+SHIFT+TAB Switches to the previous tab in a dialog box.  FUNCTION KEYS  F1 Help F2 Edit the selected cell F3 Displays the Paste Name dialogue box (first, you have to name a cell before F3 will work) F4 Cycles through all 4 types of cell references (e.g. absolute vs. relative) F5 Displays the Go To dialogue box F6 Switches between the worksheet, Ribbon, task pane, and Zoom controls. Also, moves to the next pane in a worksheet with split panes. F7 Displays the Spelling dialog box. F8 Turns extend mode on or off. F9 Calculates the workbook when you are in manual calculation mode. F10 Turns key tips on or off. ALT does the same thing. F11 Create chart based on selected data F12 Displays Save As dialogue box  CONTROL KEY  CTRL+F1 Displays or hides the Ribbon  CTRL+F2 Displays or hides the Ribbon  CTRL+F4 Closes the selected workbook window  CTRL+F5 Restores the window size of the selected workbook window  CTRL+F6 Switches to the next workbook window when more than one workbook window is open  CTRL+F7 Performs the Move command on the workbook window when it is not maximized  CTRL+F8 Performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized.  CTRL+F9 Minimizes a workbook window to an icon  CTRL+F9 Minimizes a workbook window to an icon  CTRL+F9 Copies the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+Plus (+) Displays the Insert dialog box to delete the selected cells.  CTRL+Winius (-) Displays the Delete dialog box to delete the selected cells.  CTRL+Yi Enters the current date.  CTRL+Winius (-) Displays the Insert dialog box to delete the selected cells.  CTRL+Yi Enters the current date.  CTRL+Winius (-) Alternates between displaying cell values and displaying formulas in the  | TAB                 |  |
| SHIFT+TAB         Moves to the previous cell in a worksheet or the previous option in a dialog box.           CTRL+TAB         Switches to the next tab in dialog box.           FUNCTION KEYS         FI           F1         Help           F2         Edit the selected cell           F3         Displays the Paste Name dialogue box (first, you have to name a cell before F3 will work)           F4         Cycles through all 4 types of cell references (e.g. absolute vs. relative)           F5         Displays the Go To dialogue box           F6         Switches between the worksheet, Ribbon, task pane, and Zoom controls. Also, moves to the next pane in a worksheet with split panes.           F7         Displays the Spelling dialog box.           F8         Turns extend mode on or off.           F9         Calculates the workbook when you are in manual calculation mode.           F10         Turns key tips on or off. ALT does the same thing.           F11         Create chart based on selected data           F12         Displays Save As dialogue box           CONTROL KEY         Otisplays or hides the Ribbon           CTRL+F1         Displays or hides the Ribbon           CTRL+F2         Displays the Print Preview window. CTRL + P does the same thing.           CTRL+F4         Closes the selected workbook window           CTRL+F5   |                     |  |
| CTRL+TAB Switches to the next tab in dialog box.  CTRL+SHIFT+TAB Switches to the previous tab in a dialog box.  FUNCTION KEYS  F1 Help  F2 Edit the selected cell  F3 Displays the Paste Name dialogue box (first, you have to name a cell before F3 will work)  F4 Cycles through all 4 types of cell references (e.g. absolute vs. relative)  F5 Displays the Go To dialogue box  F6 Switches between the worksheet, Ribbon, task pane, and Zoom controls. Also, moves to the next pane in a worksheet with split panes.  F7 Displays the Spelling dialog box.  F8 Turns extend mode on or off.  F9 Calculates the workbook when you are in manual calculation mode.  F10 Turns key tips on or off. ALT does the same thing.  F11 Create chart based on selected data  F12 Displays Save As dialogue box  CONTROL KEY  CTRL+F1 Displays or hides the Ribbon  CTRL+F2 Displays or hides the Ribbon  CTRL+F4 Closes the selected workbook window  CTRL+F5 Restores the window size of the selected workbook window  CTRL+F6 Switches to the next workbook window when more than one workbook window is open  CTRL+F7 Performs the Move command on the workbook window when it is not maximized  CTRL+F8 Performs the Move command (on the Control menu for the workbook window) when a workbook is not maximized.  CTRL+F9 Minimizes a workbook window to an icon  CTRL+F1 Omaximizes or restores the selected workbook window  CTRL+F9 Minimizes a workbook window to an icon  CTRL+F1 Opes the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+Plus (+) Displays the Insert dialog box to delete the selected cells.  CTRL+F1 Enters the current date.  CTRL+Winius (-) Displays the Delete dialog box to delete the selected cells.  ETRL+F9 Enters the current date.  CTRL+Winius (-) Alternates between displaying cell values and displaying formulas in the   |                     |  |
| CTRL+SHIFT+TAB         Switches to the previous tab in a dialog box.           FUNCTION KEYS         F1         Help           F2         Edit the selected cell           F3         Displays the Paste Name dialogue box (first, you have to name a cell before F3 will work)           F4         Cycles through all 4 types of cell references (e.g. absolute vs. relative)           F5         Displays the Go To dialogue box           F6         Switches between the worksheet, Ribbon, task pane, and Zoom controls. Also, moves to the next pane in a worksheet with split panes.           F7         Displays the Spelling dialog box.           F8         Turns extend mode on or off.           F9         Calculates the workbook when you are in manual calculation mode.           F10         Turns key tips on or off. ALT does the same thing.           F11         Create chart based on selected data           F12         Displays Save As dialogue box           CONTROL KEY         CTRL+F1           CTRL+F2         Displays the Print Preview window. CTRL + P does the same thing.           CTRL+F2         Displays the Print Preview window when workbook window           CTRL+F5         Restores the window size of the selected workbook window           CTRL+F6         Switches to the next workbook window when more than one workbook window when a workbook window is not maximized.  | SHIFT+TAB           | Moves to the <b>previous cell</b> in a worksheet or the previous option in a dialog box. |
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| Displays the Paste Name dialogue box (first, you have to name a cell before F3 will work)  F4 Cycles through all 4 types of cell references (e.g. absolute vs. relative)  F5 Displays the Go To dialogue box  F6 Switches between the worksheet, Ribbon, task pane, and Zoom controls. Also, moves to the next pane in a worksheet with split panes.  F7 Displays the Spelling dialog box.  F8 Turns extend mode on or off.  F9 Calculates the workbook when you are in manual calculation mode.  F10 Turns key tips on or off. ALT does the same thing.  F11 Create chart based on selected data  F12 Displays Save As dialogue box  CONTROL KEY  CTRL+F1 Displays or hides the Ribbon  CTRL+F2 Displays the Print Preview window. CTRL + P does the same thing.  CTRL+F4 Closes the selected workbook window  CTRL+F5 Restores the window size of the selected workbook window  CTRL+F6 Switches to the next workbook window when more than one workbook window is open  CTRL+F7 Performs the Move command on the workbook window when it is not maximized.  CTRL+F8 Performs the Size command (on the Control menu for the workbook window) 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+F9 Copies the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+Plus (+) Displays the Insert dialog box to delete the selected cells.  CTRL+KHMinus (-) Displays the Delete dialog box to delete the selected cells.  CTRL+F; Enters the current date.   | F1                  | Help   |
| work)  F4 Cycles through all 4 types of cell references (e.g. absolute vs. relative)  F5 Displays the Go To dialogue box  F6 Switches between the worksheet, Ribbon, task pane, and Zoom controls. Also, moves to the next pane in a worksheet with split panes.  F7 Displays the Spelling dialog box.  F8 Turns extend mode on or off.  F9 Calculates the workbook when you are in manual calculation mode.  F10 Turns key tips on or off. ALT does the same thing.  F11 Create chart based on selected data  F12 Displays Save As dialogue box  CONTROL KEY  CTRL+F1 Displays or hides the Ribbon  CTRL+F2 Displays the Print Preview window. CTRL + P does the same thing.  CTRL+F5 Restores the window size of the selected workbook window  CTRL+F6 Switches to the next workbook window when more than one workbook window is open  CTRL+F7 Performs the Move command on the workbook window when it is not maximized  CTRL+F8 Performs the Size command (on the Control menu for the workbook window) 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+F9 Copies the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+Plus (+) Displays the Insert dialog box to delete the selected cells.  CTRL+Minus (-) Displays the Delete dialog box to delete the selected cells.   | F2                  | Edit the selected cell   |
| F4 Cycles through all 4 types of cell references (e.g. absolute vs. relative) F5 Displays the Go To dialogue box F6 Switches between the worksheet, Ribbon, task pane, and Zoom controls. Also, moves to the next pane in a worksheet with split panes. F7 Displays the Spelling dialog box. F8 Turns extend mode on or off. F9 Calculates the workbook when you are in manual calculation mode. F10 Turns key tips on or off. ALT does the same thing. F11 Create chart based on selected data F12 Displays Save As dialogue box CONTROL KEY CTRL+F1 Displays or hides the Ribbon CTRL+F2 Displays the Print Preview window. CTRL + P does the same thing. CTRL+F4 Closes the selected workbook window CTRL+F5 Restores the window size of the selected workbook window CTRL+F6 Switches to the next workbook window when more than one workbook window is open CTRL+F7 Performs the Move command on the workbook window when it is not maximized CTRL+F8 Performs the Size command (on the Control menu for the workbook window) 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+F10 Maximizes or restores the selected workbook window CTRL+F10 Displays the Insert dialog box to insert blank cells. CTRL+Shift+Plus (+) Displays the Delete dialog box to delete the selected cells. CTRL+Shift+Plus (+) Displays the Delete dialog box to delete the selected cells. CTRL+Shift+Plus (+) Displays the Delete dialog box to delete the selected cells.  | F3                  |  |
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| Switches between the worksheet, Ribbon, task pane, and Zoom controls. Also, moves to the next pane in a worksheet with split panes.  F7 Displays the Spelling dialog box. F8 Turns extend mode on or off. F9 Calculates the workbook when you are in manual calculation mode. F10 Turns key tips on or off. ALT does the same thing. F11 Create chart based on selected data F12 Displays Save As dialogue box  CONTROL KEY  CTRL+F1 Displays or hides the Ribbon  CTRL+F2 Displays the Print Preview window. CTRL + P does the same thing.  CTRL+F4 Closes the selected workbook window  CTRL+F5 Restores the window size of the selected workbook window  CTRL+F6 Switches to the next workbook window when more than one workbook window is open  CTRL+F7 Performs the Move command on the workbook window when it is not maximized  CTRL+F8 Performs the Size command (on the Control menu for the workbook window) 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+Shift+" Copies the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+Plus (+) Displays the Insert dialog box to insert blank cells.  CTRL+Shift+Pius (-) Displays the Delete dialog box to delete the selected cells.  CTRL+Shift-Y Enters the current date.  CTRL+Y Alternates between displaying cell values and displaying formulas in the   |                     |  |
| moves to the next pane in a worksheet with split panes.  F7 Displays the Spelling dialog box.  F8 Turns extend mode on or off.  F9 Calculates the workbook when you are in manual calculation mode.  F10 Turns key tips on or off. ALT does the same thing.  F11 Create chart based on selected data  F12 Displays Save As dialogue box  CONTROL KEY  CTRL+F1 Displays or hides the Ribbon  CTRL+F2 Displays the Print Preview window. CTRL + P does the same thing.  CTRL+F4 Closes the selected workbook window  CTRL+F5 Restores the window size of the selected workbook window  CTRL+F6 Switches to the next workbook window when more than one workbook window is open  CTRL+F7 Performs the Move command on the workbook window when it is not maximized  CTRL+F8 Performs the Size command (on the Control menu for the workbook window) 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+F10 Copies the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+" Displays the Insert dialog box to insert blank cells.  CTRL+Shift+Plus (+) Displays the Delete dialog box to delete the selected cells.  CTRL+; Enters the current date.  CTRL+' Alternates between displaying cell values and displaying formulas in the   | F5                  |  |
| F7 Displays the Spelling dialog box.  Turns extend mode on or off.  F9 Calculates the workbook when you are in manual calculation mode.  F10 Turns key tips on or off. ALT does the same thing.  F11 Create chart based on selected data  F12 Displays Save As dialogue box  CONTROL KEY  CTRL+F1 Displays or hides the Ribbon  CTRL+F2 Displays the Print Preview window. CTRL + P does the same thing.  CTRL+F4 Closes the selected workbook window  CTRL+F5 Restores the window size of the selected workbook window  CTRL+F6 Switches to the next workbook window when more than one workbook window is open  CTRL+F7 Performs the Move command on the workbook window when it is not maximized  CTRL+F8 Performs the Size command (on the Control menu for the workbook window) 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+Shift+" Copies the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+Plus (+) Displays the Insert dialog box to insert blank cells.  CTRL+Shift+Plus (-) Displays the Delete dialog box to delete the selected cells.  CTRL+; Enters the current date.  CTRL+; Enters the current date.  | F6                  |  |
| F8 Turns extend mode on or off. F9 Calculates the workbook when you are in manual calculation mode. F10 Turns key tips on or off. ALT does the same thing. F11 Create chart based on selected data F12 Displays Save As dialogue box  CONTROL KEY  CTRL+F1 Displays or hides the Ribbon  CTRL+F2 Displays the Print Preview window. CTRL + P does the same thing.  CTRL+F4 Closes the selected workbook window  CTRL+F5 Restores the window size of the selected workbook window  CTRL+F6 Switches to the next workbook window when more than one workbook window is open  CTRL+F7 Performs the Move command on the workbook window when it is not maximized  CTRL+F8 Performs the Size command (on the Control menu for the workbook window) 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+Shift+" Copies the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+Plus (+) Displays the Insert dialog box to insert blank cells.  CTRL+; Enters the current date.  CTRL+; Enters the current date.   |                     | ·  |
| F9 Calculates the workbook when you are in manual calculation mode. F10 Turns key tips on or off. ALT does the same thing. F11 Create chart based on selected data F12 Displays Save As dialogue box  CONTROL KEY  CTRL+F1 Displays or hides the Ribbon  CTRL+F2 Displays the Print Preview window. CTRL + P does the same thing.  CTRL+F4 Closes the selected workbook window  CTRL+F5 Restores the window size of the selected workbook window  CTRL+F6 Switches to the next workbook window when more than one workbook window is open  CTRL+F7 Performs the Move command on the workbook window when it is not maximized  CTRL+F8 Performs the Size command (on the Control menu for the workbook window) 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+Shift+" Copies the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+Plus (+) Displays the Insert dialog box to insert blank cells.  CTRL+; Enters the current date.  CTRL+; Enters the current date.   | F7                  |  |
| F10 Turns key tips on or off. ALT does the same thing. F11 Create chart based on selected data F12 Displays Save As dialogue box  CONTROL KEY  CTRL+F1 Displays or hides the Ribbon  CTRL+F2 Displays the Print Preview window. CTRL + P does the same thing.  CTRL+F4 Closes the selected workbook window  CTRL+F5 Restores the window size of the selected workbook window  CTRL+F6 Switches to the next workbook window when more than one workbook window is open  CTRL+F7 Performs the Move command on the workbook window when it is not maximized  CTRL+F8 Performs the Size command (on the Control menu for the workbook window) 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+Shift+" Copies the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+Plus (+) Displays the Insert dialog box to insert blank cells.  CTRL+Shift+Plus (-) Displays the Delete dialog box to delete the selected cells.  CTRL+; Enters the current date.  CTRL+; Alternates between displaying cell values and displaying formulas in the   |                     |  |
| F11 Create chart based on selected data  F12 Displays Save As dialogue box  CONTROL KEY  CTRL+F1 Displays or hides the Ribbon  CTRL+F2 Displays the Print Preview window. CTRL + P does the same thing.  CTRL+F4 Closes the selected workbook window  CTRL+F5 Restores the window size of the selected workbook window  CTRL+F6 Switches to the next workbook window when more than one workbook window is open  CTRL+F7 Performs the Move command on the workbook window when it is not maximized  CTRL+F8 Performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized.  CTRL+F9 Minimizes a workbook window to an icon  CTRL+Shift+" Copies the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+Plus (+) Displays the Insert dialog box to delete the selected cells.  CTRL+; Enters the current date.  CTRL+; Enters the current date.   | F9                  | Calculates the workbook when you are in manual calculation mode.                         |
| CONTROL KEY  CTRL+F1 Displays or hides the Ribbon  CTRL+F2 Displays the Print Preview window. CTRL + P does the same thing.  CTRL+F4 Closes the selected workbook window  CTRL+F5 Restores the window size of the selected workbook window  CTRL+F6 Switches to the next workbook window when more than one workbook window is open  CTRL+F7 Performs the Move command on the workbook window when it is not maximized  CTRL+F8 Performs the Size command (on the Control menu for the workbook window) 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+Shift+" Copies the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+Plus (+) Displays the Insert dialog box to insert blank cells.  CTRL+Minus (-) Displays the Delete dialog box to delete the selected cells.  CTRL+; Enters the current date.  CTRL+; Enters the current date.  | F10                 | Turns <b>key tips</b> on or off. ALT does the same thing.                                |
| CTRL+F1 Displays or hides the Ribbon CTRL+F2 Displays the Print Preview window. CTRL + P does the same thing. CTRL+F4 Closes the selected workbook window CTRL+F5 Restores the window size of the selected workbook window CTRL+F6 Switches to the next workbook window when more than one workbook window is open CTRL+F7 Performs the Move command on the workbook window when it is not maximized CTRL+F8 Performs the Size command (on the Control menu for the workbook window) 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+Shift+" Copies the value from the cell above the active cell into the cell or the Formula Bar. CTRL+Shift+Plus (+) Displays the Insert dialog box to insert blank cells. CTRL+Minus (-) Displays the Delete dialog box to delete the selected cells. CTRL+; Enters the current date. CTRL+; Enters the current date.  | F11                 | Create chart based on selected data  |
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| CTRL+F4 Closes the selected workbook window CTRL+F5 Restores the window size of the selected workbook window CTRL+F6 Switches to the next workbook window when more than one workbook window is open CTRL+F7 Performs the Move command on the workbook window when it is not maximized CTRL+F8 Performs the Size command (on the Control menu for the workbook window) 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+Shift+" Copies the value from the cell above the active cell into the cell or the Formula Bar. CTRL+Shift+Plus (+) Displays the Insert dialog box to insert blank cells. CTRL+Minus (-) Displays the Delete dialog box to delete the selected cells. CTRL+; Enters the current date. CTRL+` Alternates between displaying cell values and displaying formulas in the  | CTRL+F1             | Displays or hides the <b>Ribbon</b>  |
| CTRL+F5 Restores the window size of the selected workbook window  CTRL+F6 Switches to the next workbook window when more than one workbook window is open  CTRL+F7 Performs the Move command on the workbook window when it is not maximized  CTRL+F8 Performs the Size command (on the Control menu for the workbook window) 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+Shift+" Copies the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+Plus (+) Displays the Insert dialog box to insert blank cells.  CTRL+Minus (-) Displays the Delete dialog box to delete the selected cells.  CTRL+; Enters the current date.  CTRL+` Alternates between displaying cell values and displaying formulas in the  | CTRL+F2             | Displays the <b>Print Preview</b> window. CTRL + P does the same thing.                  |
| CTRL+F6  Switches to the next workbook window when more than one workbook window is open  CTRL+F7  Performs the Move command on the workbook window when it is not maximized  CTRL+F8  Performs the Size command (on the Control menu for the workbook window) 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+Shift+"  Copies the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+Plus (+)  Displays the Insert dialog box to insert blank cells.  CTRL+Minus (-)  Displays the Delete dialog box to delete the selected cells.  CTRL+;  Enters the current date.  CTRL+  Alternates between displaying cell values and displaying formulas in the   | CTRL+F4             | Closes the selected workbook window  |
| CTRL+F7 Performs the Move command on the workbook window when it is not maximized  CTRL+F8 Performs the Size command (on the Control menu for the workbook window) 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+Shift+" Copies the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+Plus (+) Displays the Insert dialog box to insert blank cells.  CTRL+Minus (-) Displays the Delete dialog box to delete the selected cells.  CTRL+; Enters the current date.  CTRL+; Alternates between displaying cell values and displaying formulas in the   | CTRL+F5             | Restores the window size of the selected workbook window                                 |
| CTRL+F8 Performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized.  CTRL+F9 Minimizes a workbook window to an icon  CTRL+F10 Copies the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+Plus (+) Displays the Insert dialog box to insert blank cells.  CTRL+Minus (-) Displays the Delete dialog box to delete the selected cells.  CTRL+; Enters the current date.  CTRL+ Alternates between displaying cell values and displaying formulas in the  | CTRL+F6             |  |
| when a workbook is not maximized.  CTRL+F9   | CTRL+F7             | Performs the <b>Move</b> command on the workbook window when it is not maximized         |
| CTRL+F9 Minimizes a workbook window to an icon  CTRL+F10 Maximizes or restores the selected workbook window  CTRL+Shift+" Copies the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+Plus (+) Displays the Insert dialog box to insert blank cells.  CTRL+Minus (-) Displays the Delete dialog box to delete the selected cells.  CTRL+; Enters the current date.  CTRL+` Alternates between displaying cell values and displaying formulas in the   | CTRL+F8             | Performs the Size command (on the Control menu for the workbook window)                  |
| CTRL+F10  Copies the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+Plus (+)  Displays the Insert dialog box to insert blank cells.  CTRL+Minus (-)  Displays the Delete dialog box to delete the selected cells.  CTRL+;  Enters the current date.  CTRL+  Alternates between displaying cell values and displaying formulas in the  |                     | when a workbook is not maximized.  |
| CTRL+Shift+"  Copies the value from the cell above the active cell into the cell or the Formula Bar.  CTRL+Shift+Plus (+)  Displays the Insert dialog box to insert blank cells.  CTRL+Minus (-)  Displays the Delete dialog box to delete the selected cells.  CTRL+;  Enters the current date.  CTRL+`  Alternates between displaying cell values and displaying formulas in the   | CTRL+F9             | Minimizes a workbook window to an icon   |
| Bar.  CTRL+Shift+Plus (+)  Displays the Insert dialog box to insert blank cells.  CTRL+Minus (-)  Displays the Delete dialog box to delete the selected cells.  CTRL+;  Enters the current date.  CTRL+`  Alternates between displaying cell values and displaying formulas in the   | CTRL+F10            | Maximizes or restores the selected workbook window                                       |
| CTRL+Minus (-)  Displays the <b>Delete</b> dialog box to delete the selected cells.  CTRL+;  Enters the <b>current date</b> .  CTRL+`  Alternates between <b>displaying cell values and displaying formulas</b> in the   | CTRL+Shift+"        |  |
| CTRL+Minus (-)  Displays the <b>Delete</b> dialog box to delete the selected cells.  CTRL+;  Enters the <b>current date</b> .  CTRL+`  Alternates between <b>displaying cell values and displaying formulas</b> in the   | CTRL+Shift+Plus (+) | Displays the Insert dialog box to insert blank cells.                                    |
| CTRL+; Enters the current date.  CTRL+` Alternates between displaying cell values and displaying formulas in the   | . , ,               |  |
| CTRL+` Alternates between displaying cell values and displaying formulas in the  |                     |  |
|  |                     |  |

| CTRL+' | <b>Copies a formula</b> from the cell above the active cell into the cell or the formula bar. |
|--------|---|
| CTRL+1 | Displays the <b>Format Cells</b> dialog box.  |
| CTRL+2 | Applies or removes <b>bold</b> formatting. CTRL + B does the same thing.                      |
| CTRL+3 | Applies or removes <b>italic</b> formatting. CTRL + I does the same thing.                    |
| CTRL+4 | Applies or removes <b>underlining</b> . CTRL + U does the same thing.                         |
| CTRL+5 | Applies or removes <b>strikethrough</b> .   |
| CTRL+6 | Alternates between <b>hiding and displaying</b> objects.                                      |
| CTRL+8 | Displays or hides the <b>outline symbols</b> .  |
| CTRL+9 | Hides the <b>selected rows</b> .  |
| CTRL+0 | Hides the selected columns.   |
| CTRL+A | Selects the <b>entire worksheet</b> .   |
| CINETA | Sciects the entire worksheet.   |
|        | If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A            |
|        | a second time selects the entire worksheet.   |
|        | a second time selects the entire worksheeti   |
|        | When the insertion point is to the right of a function name in a formula, displays            |
|        | the <b>Function Arguments</b> dialog box.   |
|        |   |
|        | CTRL+Shift+A inserts the argument names and parentheses when the insertion                    |
|        | point is to the right of a function name in a formula.  |
| CTRL+B | Applies or removes bold formatting.   |
| CTRL+C | Copies the selected cells.  |
| CTRL+D | 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.   |
| CTRL+E | Adds more values to the active column by using data surrounding that column.                  |
| CTRL+F | Displays the <b>Find and Replace</b> dialog box, with the <b>Find</b> tab selected.           |
|        |   |
|        | Shift+F5 also displays this tab, while Shift+F4 repeats the last <b>Find</b> action.          |
|        |   |
|        | CTRL+Shift+F opens the <b>Format Cells</b> dialog box with the <b>Font</b> tab selected.      |
| CTRL+G | Displays the <b>Go To</b> dialog box.   |
|        |   |
|        | F5 also displays this dialog box.   |
| CTRL+H | Displays the <b>Find and Replace</b> dialog box, with the <b>Replace</b> tab selected.        |
| CTRL+I | Applies or removes italic formatting.   |
| CTRL+K | Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink             |
|        | dialog box for selected existing hyperlinks.  |
| CTRL+L | Displays the <b>Create Table</b> dialog box.  |
| CTRL+N | Creates a new, blank workbook.  |
| CTRL+O | Displays the <b>Open</b> dialog box to open or find a file.                                   |
|        |   |
|        | CTRL+Shift+O selects all cells that contain comments.   |
| CTRL+P | 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.      |

| CTRL+Q | Displays the <b>Quick Analysis</b> options for your data when you have cells that contain that data selected.  |
|--------|--|
| CTRL+R | 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.                                     |
| CTRL+S | Saves the active file with its current file name, location, and file format.   |
| CTRL+T | Displays the <b>Create Table</b> dialog box.   |
| CTRL+U | Applies or removes underlining.  |
|        | CTRL+Shift+U switches between expanding and collapsing of the formula bar.   |
| CTRL+V | 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. |
| CTRL+W | Closes the selected workbook window.   |
| CTRL+X | Cuts the selected cells.   |
| CTRL+Y | Repeats the last command or action, if possible.   |
| CTRL+Z | Uses the <b>Undo</b> command to reverse the last command or to delete the last entry that you typed.   |