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Excel Shortcuts Cheat Sheet   
• F1 Displays the Office Assistant or (Help >   
Microsoft Excel Help)   
• F2 Edits the active cell, putting the cursor at   
the end   
• F3 Displays the (Insert > Name > Paste)   
dialog box   
• F4 Repeats the last worksheet action (Edit >   
Repeat)   
• F5 Displays the (Edit > GoTo) dialog box   
• F6 Moves to the next pane in a workbook (if   
the window is split)   
• F7 Displays the (Tools > Spelling) dialog box   
• F8 Toggles whether to extend a selection   
with the arrow keys   
• F9 Calculates All the worksheets in All the   
open workbooks   
• F10 Toggles the activation of the Menu Bar   
• F11 Displays the (Insert > Chart) dialog box   
that creates a chart (on a chart sheet) using   
the highlighted range   
• F12 Displays the (File > Save As) dialog box   
• Shift + F2 Inserts or edits a cell comment   
(Insert > Comment)   
• Shift + F3 Displays the (Insert > Function)   
dialog box   
• Shift + F4 Repeats the last Find, the same as   
(Edit > Find Next)   
• Shift + F5 Displays the (Edit > Find) dialog   
box   
• Shift + F6 Moves to the previous pane in a   
workbook (if the window is split)   
• Shift + F8 Toggles between switching Add   
Mode on or off\*   
• Shift + F9 Calculates just the active   
worksheet   
• Shift + F10 Displays the (Shortcut) menu for   
the selected item   
• Shift + F11 Inserts a new worksheet (before   
the active sheet) into the active workbook   
(Insert > Worksheet)   
• Shift + F12 Saves, Displays the (File > Save   
As) dialog box if a new workbook   
• Ctrl + F1 Closes and reopens the current   
task pane (ribbon in 2007)   
• Ctrl + F2 Print Preview   
• Ctrl + F3 Displays the (Insert > Name >   
Define) dialog box   
• Ctrl + F4 Closes the selected workbook   
window   
• Ctrl + F5 Restores the size of the active   
workbook or window   
• Ctrl + F6 Moves to the next open workbook   
or window   
• Ctrl + F7 Activates the Move window   
command   
• Ctrl + F8 Activates the Resize window   
command   
• Ctrl + F9 Minimises the size of the active   
workbook or window   
• Ctrl + F10 Maximises the size of the active   
workbook or window   
• Ctrl + F12 Displays the (File > Open) dialog   
box   
• Alt + F1 Creates a chart (on a chart sheet)   
using the highlighted range   
• Alt + F2 Displays the (File > Save As) dialog   
box   
• Alt + F4 Closes all the workbooks (saving   
first) and exits Excel (File > Exit)   
• Alt + F8 Displays the (Tools > Macro >   
Macros) dialog box

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• Alt + F11 Toggles between the Visual Basic   
Editor window and and the Excel window   
• Alt + Ctrl + F9 Calculates All cells on All   
worksheets in All workbooks   
• Alt + Shift + F1 Inserts a new worksheet   
(before the active sheet) into the active   
workbook (Insert > Worksheet)   
• Alt + Shift + F2 Displays the (File > Save   
As) dialog box   
• Alt + Shift + F4 Closes all the workbooks   
(saving first) and exits Excel (File > Exit)   
• Alt + Shift + F10 Displays the drop-down   
menu for the corresponding smart tag   
• Alt + Shift + F11 Activates the Microsoft   
Script Editor window   
• Ctrl + Shift + F3 Displays the (Insert >   
Name > Create) dialog box   
• Ctrl + Shift + F6 Moves to the previous   
open workbook or window   
• Ctrl + Shift + F10 Activates the Menu Bar or   
Shortcut Characters in 2007   
• Ctrl + Shift + F12 Displays the (File > Print)   
dialog box   
• Ctrl + 0 Hides the columns in the current   
selection   
• Ctrl + 1 Displays the formatting dialog box   
• Ctrl + 2 Toggles bold on the current   
selection   
• Ctrl + 3 Toggles italics on the current   
selection   
• Ctrl + 4 Toggles underlining on the current   
selection   
• Ctrl + 5 Toggles the strikethrough of text on   
the current selection   
• Ctrl + 6 Toggles between hiding, displaying   
• Ctrl + 8 Toggles the display of Outline   
symbols on the active worksheet   
• Ctrl + 9 Hides the rows in the current   
selection (Format > Row > Hide)   
• Ctrl + Shift + 0 Unhides the columns in the   
current selection   
• Ctrl + Shift + 2 Enters the value from the   
cell directly above into the active cell   
• Ctrl + Shift + 8 Selects the current region   
(surrounded by blank rows and columns)   
• Ctrl + Shift + 9 Unhides the rows in the   
current selection   
• Ctrl + A Displays formula palette given a   
function name or selects the whole   
worksheet or current date   
• Ctrl + B Toggles bold on the current   
selection   
• Ctrl + C Copies the current selection to the   
clipboard   
• Ctrl + D Copies the first cell in the selection   
downwards   
• Ctrl + F Displays the Find dialog box   
• Ctrl + G Displays the GoTo dialog box   
• Ctrl + H Displays the Replace dialog box   
• Ctrl + I Toggles italics on the current   
selection   
• Ctrl + K Displays the Insert Hyperlink dialog   
box   
• Ctrl + L Displays the Create Table dialog box   
• Ctrl + N Creates a new workbook   
• Ctrl + O Displays the Open dialog box   
• Ctrl + P Displays the Print dialog box   
• Ctrl + R Copies the leftmost cell in the   
selection to the right   
• Ctrl + S Saves, Displays the Save As dialog   
box if a new workbook   
• Ctrl + U Toggles underlining on the current   
selection   
• Ctrl + V Pastes the entry from the clipboard   
• Ctrl + W Closes the active workbook or   
window   
• Ctrl + X Cuts the current selection to the   
clipboard

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• Ctrl + Y Repeats the last workbook action   
Ctrl + Z Undo the last workbook action   
• Ctrl + Shift + F Activates the Font Tab of the   
format cells   
• Ctrl + Shift + O Selects all the cells with   
comments   
• Ctrl + Shift + P Activates the Font Size tab   
of the format cells   
• Enter Enters the contents of the active cell   
and moves to the cell below (by default)   
• Shift + Enter Enters the contents of the   
active cell and moves to the cell above (by   
default)   
• Tab Enters the contents of the active cell   
and moves one cell to the right   
• Shift + Tab Enters the contents of the active   
cell and moves one cell to the left   
• Alt + = Enters the SUM() function (AutoSum)   
to sum the adjacent block of cells   
• Alt + 0128 Enters the euro symbol (€) (using   
Number keypad)   
• Alt + 0162 Enters the cent symbol (¢) (using   
Number keypad)   
• Alt + 0163 Enters the pound sign symbol (£)   
(using Number keypad)   
• Alt + Enter Enters a new line (or carriage   
return) into a cell   
• Ctrl + ' Enters the contents from the cell   
directly above into the active cell   
• Ctrl + Shift + 2 Enters the value from the   
cell directly above into the active cell   
• Ctrl + ; Enters the current date into the   
active cell   
• Ctrl + Shift + ; Enters the current time into   
the active cell   
• Ctrl + Shift + Enter Enters the formula as an   
Array Formula   
• Shift + Insert Enters the data from the   
clipboard   
• Alt + Down Arrow Displays the Pick From   
List drop-down list Esc Cancels the cell entry   
and restores the original contents   
• Delete Deletes the selection or one character   
to the right   
• Backspace Deletes the selection or one   
character to the left Shift + Delete Cuts the   
selection to the clipboard   
• Ctrl + Delete Deletes text to the end of the   
line Ctrl + - Displays the Delete dialog box   
• Ctrl + Shift + = Displays the Cells dialog   
box   
• Ctrl + \ Selects the cells in a selected row   
that do not match the value in the active cell   
• Ctrl + Shift + \ Selects the cells in a   
selected column that do not match the value   
in the active cell   
• Ctrl + / Selects the array containing the   
active cell ??   
• Alt + ; Selects the visible cells in the current   
selection   
• Ctrl + Shift + (8 or \*) Selects the current   
region (surrounded by blank rows and   
columns)   
• Ctrl + \* Selects the current region (using the   
\* on the number keyboard)   
• Ctrl + [ Selects all the cells that are directly   
referred to by the formula in the active cell   
(precedents)   
• Ctrl + Shift + [ Selects all the cells that are   
directly (or indirectly) referred to by the   
formula in the active cell   
• Ctrl + ] Selects all the cells that directly refer   
to the active cell (dependents)   
• Ctrl + Shift + ] Selects all the cells that   
directly (or indirectly) refer to the active cell   
• Ctrl + Shift + Page Down Selects the active   
worksheet and the one after it

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• Ctrl + Shift + Page Up Selects the active   
worksheet and the one before it   
• Ctrl + Shift + Spacebar Selects all the   
objects on the worksheet when an object is   
selected or selects the whole worksheet   
• Ctrl + Spacebar Selects the current column   
• Shift + Arrow keys Selects the active cell   
and the cell in the given direction   
• Shift + Backspace Selects the active cell   
when multiple cells are selected   
• Shift + Spacebar Selects the current row   
• Ctrl + Shift + Arrow Key Extends the   
selection to the next cell adjacent to a blank   
cell in that direction   
• Ctrl + Shift + End Extends the selection to   
the last used cell on the worksheet   
• Ctrl + Shift + Home Extends the selection   
to the beginning of the worksheet   
• Shift + Arrow Keys Extends the selection by   
one cell in that direction   
• Shift + Home Extends the selection to the   
first column   
• Shift + Page Down Extends the selection   
down one screen   
• Shift + Page Up Extends the selection up   
one screen   
• End + Shift + Arrow Keys Extends the   
selection to the next non-blank cell in that   
direction   
• End + Shift + End Extends the selection to   
the last cell in the current row\*   
• End + Shift + Home Extends the selection   
to last used cell on the worksheet   
• Alt + ' Displays the Style dialog box   
• Ctrl + Shift + ( ' or ) Applies the Time   
format "hh:mm" to the selection   
• Ctrl + Shift + (1 or !) Applies the Comma   
separated format "#,##0.00" to the selection   
• Ctrl + Shift + (4 or $) Applies the Currency   
format "£#,##0.00" to the selection   
• Ctrl + Shift + (5 or %) Applies the   
Percentage format "0%" to the selection   
• Ctrl + Shift + (6 or ^) Applies the   
Exponential format "#,##E+02" to the   
selection   
• Ctrl + Shift + (# or ~) Applies the General   
format to the selection   
• Ctrl + (# or ~) Applies the Custom Date   
format "dd-mmm-yy" to the selection   
• Ctrl + Shift + (7 or &) Applies the outline   
border to the selection   
• Ctrl + Shift + (- or \_ ) Removes all the   
borders from the selection   
• Arrow Keys Moves to the next cell in that   
direction   
• Ctrl + Tab Moves to the next open   
workbook or window   
• Alt + Tab Moves to the next application   
open on your computer   
• Alt + Shift + Tab Moves to the previous   
application open on your computer   
• Enter Moves to the cell directly below   
• Tab Moves to the next cell on the right (or   
unprotected cell)   
• Home Moves to the first column in the   
current row   
• End + Arrow Keys Moves to the next non   
empty cell in that direction   
• End + Enter Moves to the last cell in the   
current row that is not blank   
• End + Home Moves to the last used cell on   
the active worksheet\*   
• End + Home Moves to the last used cell on   
the active worksheet\*   
• Page Down Moves to the next screen of   
rows down

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• Page Up Moves to the previous screen of   
rows up   
• Shift + Enter Moves to the cell directly   
above (opposite direction to Enter)   
• Shift + Tab Moves to the cell directly to the   
left (opposite direction to Tab)   
• Alt + Page Down Moves you one screen of   
columns to the right   
• Alt + Page Up Moves you one screen of   
columns to the left   
• Ctrl + Home Moves to cell "A1" on the   
active sheet   
• Ctrl + End Moves to the last used cell on   
the active worksheet\*   
• Ctrl + Up Arrow Moves to the first row in   
the current region   
• Ctrl + Down Arrow Moves to the last row in   
the current region   
• Ctrl + Left Arrow Moves to the first column   
in the current region   
• Ctrl + Right Arrow Moves to the last   
column in the current region   
• Ctrl + Page Up Moves to the previous   
worksheet in the workbook   
• Ctrl + Page Down Moves to the next   
worksheet in the workbook   
• Ctrl + Shift + Tab Moves to the previous   
open workbook or window   
• Scroll Lock + Arrow Keys Moves the   
workbook or window one cell the   
corresponding direction   
• Scroll Lock + End Moves to the last cell in   
the current window   
• Scroll Lock + Home Moves to the first cell   
in the current window   
• Scroll Lock + Page Down Moves you down   
one screen (current selection unchanged   
• Scroll Lock + Page Up Moves you up one   
screen (current selection unchanged)   
• Enter Moves from top to bottom within a   
selection   
• Tab Moves from left to right within a   
selection   
• Ctrl + . Moves clockwise to the next corner   
within a selection   
• Shift + Tab Moves from right to left within a   
selection (opposite direction to Tab)   
• Alt + Ctrl + Left Arrow Moves to the left   
between non adjacent cells in a selection   
• Alt + Ctrl + Right Arrow Moves to the right   
between non adjacent cells in a selection   
• = Starts a Formula   
• Ctrl + ` Toggles between the value layer and   
the formula layer   
• Ctrl + Insert Copies the current selection to   
the clipboard   
• Ctrl + Shift + ( Unhides any hidden rows   
within the selection   
• Ctrl + Shift + ) Unhides any hidden columns   
within the selection   
• Ctrl + Shift + \ Select unequal cells