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| --- | --- |
| **Description** | **Shortcut** |
| Edit the selected cell. | **F2** |
| Go to a specific cell. For example, C6. | **F5** |
| Spell check selected text or document. | **F7** |
| Create chart. | **F11** |
| Enter the current time. | **Ctrl + Shift + ;** |
| Enter the current date. | **Ctrl + ;** |
| Insert New Worksheet. | **Alt + Shift + F1** |
| Open the Excel formula window. | **Shift + F3** |
| Bring up search box. | **Shift + F5** |
| Select all contents of the worksheet. | **Ctrl + A** |
| Bold highlighted selection. | **Ctrl + B** |
| Italic highlighted selection. | **Ctrl + I** |
| Insert link. | **Ctrl + K** |
| Underline highlighted selection. | **Ctrl + U** |
| Strikethrough highlighted selection. | **Ctrl + 5** |
| Bring up the print dialog box to begin printing. | **Ctrl + P** |
| Undo last action. | **Ctrl + Z** |
| Minimize current window. | **Ctrl + F9** |
| Maximize currently selected window. | **Ctrl + F10** |
| Switch between open workbooks or windows. | **Ctrl + F6** |
| Move between Excel work sheets in the same Excel document. | **Ctrl + Page up** |
| Move between Excel work sheets in the same Excel document. | **Ctrl + Page down** |
| Move between Two or more open Excel files. | **Ctrl + Tab** |
| Create a formula to sum all of the above cells | **Alt + =** |
| Insert the value of the above cell into cell currently selected. | **Ctrl + '** |
| Format number in comma format. | **Ctrl + Shift + !** |
| Format number in currency format. | **Ctrl + Shift + $** |
| Format number in date format. | **Ctrl + Shift + #** |
| Format number in percentage format. | **Ctrl + Shift + %** |
| Format number in scientific format. | **Ctrl + Shift + ^** |
| Format number in time format. | **Ctrl + Shift + @** |
| Move to next section of text. | **Ctrl + Arrow key** |
| [Select entire column.](http://www.computerhope.com/jargon/c/column.htm) | **Ctrl + Space** |
| [Select entire row.](http://www.computerhope.com/jargon/r/row.htm) | **Shift + Space** |