

# 122 SHORT KEYS OF MS EXCEL

#	SHORT KEY	DESCRIPTION
1	CTRL+A	Select All
2	CTRL+C	Copy all Cells in Highlighted Area
3	CTRL+V	Paste Copied Data
4	CTRL+B	Bold all Cells in Highlighted Area
5	CTRL+D	Fills content of upper cell in selected cell. CTRL + D (i.e. Ctrl+ Down)
6	CTRL+R	Fill Content of right cell in selected cell. CTRL + R (i.e. Ctrl+ Right)
7	CTRL+U	Underline content in selected cells
8	CTRL+P	Print
9	CTRL+F	Find in Current Sheet (Opens Dialog Box)
10	CTRL+G	Open "Go to" dialog box (Go to any area, cells or name range)
11	CTRL+H	Opens Find & Replace dialog box
12	CTRL+I	Change text /Content format in selected cells into italic
13	CTRL+K	Opens "Insert Hyperlink" dialog Box (Insert hyperlink)
14	CTRL+S	Saves open workbook
15	CTRL+W	Closes current workbook
16	CTRL+X	Cuts all cells in selected area / section
17	CTRL+Y	Repeats the last entry / action performed
18	CTRL+Z	Undo last entry / action performed
19	CTRL+1	Change cells format (Opens Format Cells dialog box)
20	Ctrl+2	Bolds all cells in the highlighted section.
21	Ctrl+3	Puts italics all cells in the highlighted section.
22	Ctrl+4	Underlines all cells in highlighted section.
23	Ctrl+5	Puts a strikethrough all cells in the highlighted section.
24	Ctrl+6	Shows or hides objects.
25	Ctrl+7	Shows or hides the toolbar.



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#	SHORT KEY	DESCRIPTION
26	Ctrl+8	Toggles the outline symbols.
27	Ctrl+9	Hides rows.
28	Ctrl+0	Hides columns.
29	Ctrl+Shift+:	Enters the current time.
30	Ctrl+;	Enters the current date.
31	Ctrl+`	Changes between displaying cell values or formulas in the worksheet.
32	Ctrl+'	Copies a formula from the cell above.
33	Ctrl+Shift+"	Copies value from cell above.
34	Ctrl+-	Deletes the selected column or row.
35	Ctrl+Shift+=	Inserts a new column or row.
36	Ctrl+Shift+~	Switches between showing Excel formulas or their values in cells.
37	Ctrl+Shift+@	Applies time formatting.
38	Ctrl+Shift+!	Applies comma formatting.
39	Ctrl+Shift+\$	Applies currency formatting.
40	Ctrl+Shift+#	Applies date formatting.
41	Ctrl+Shift+%	Applies percentage formatting.
42	Ctrl+Shift+^	Applies exponential formatting.
43	Ctrl+Shift+*	Selects the current region around the active cell.
44	Ctrl+Shift+&	Places border around selected cells.
45	Ctrl+Shift+_	Removes a border.
46	Ctrl++	Insert.
47	Ctrl+-	Delete.
48	Ctrl+Shift+(	Unhide rows.
49	Ctrl+Shift+)	Unhide columns.
50	Ctrl+/	Selects the array containing the active cell.



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#	SHORT KEY	DESCRIPTION
51	Ctrl+\	Selects the cells that have a static value or don't match the formula in the active cell.
52	Ctrl+[	Selects all cells referenced by formulas in the highlighted section.
53	Ctrl+]	Selects cells that contain formulas that reference the active cell.
54	Ctrl+Shift+{	Selects all cells directly or indirectly referenced by formulas in the highlighted section.
55	Ctrl+Shift+}	Selects cells which contain formulas that directly or indirectly reference the active cell.
56	Ctrl+Shift+  (pipe)	Selects the cells within a column that don't match the formula or static value in the active cell.
57	Ctrl+Enter	Fills the selected cells with the current entry.
58	Ctrl+Spacebar	Selects the entire column.
59	Ctrl+Shift+Spacebar	Selects the entire worksheet.
60	Ctrl+Home	Move to cell A1.
61	Ctrl+End	Move to last cell on worksheet.
62	Ctrl+Tab	Move between Two or more open Excel files.
63	Ctrl+Shift+Tab	Activates the previous workbook.
64	Ctrl+Shift+A	Inserts argument names into a formula.
65	Ctrl+Shift+F	Opens the drop-down menu for fonts.
66	Ctrl+Shift+O	Selects all of the cells that contain comments.
67	Ctrl+Shift+P	Opens the drop-down menu for point size.
68	Shift+Insert	Pastes what is stored on the clipboard.
69	Shift+Page Up	In a single column, highlights all cells above that which are selected.
70	Shift+Page Down	In a single column, highlights all cells above that which are selected.
71	Shift+Home	Highlights all text to the left of the cursor.
72	Shift+End	Highlights all text to the right of the cursor.
73	Shift+Up Arrow	Extends the highlighted area up one cell.
74	Shift+Down Arrow	Extends the highlighted area down one cell.
75	Shift+Left Arrow	Extends the highlighted area left one character.

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#	SHORT KEY	DESCRIPTION
76	Shift +Right Arrow	Extends the highlighted area right one character.
77	Alt+Tab	Cycles through applications.
78	Alt+Spacebar	Opens the system menu.
79	Alt+Backspace	Undo.
80	Alt+Enter	While typing text in a cell, pressing Alt+Enter will move to the next line, allowing for multiple lines of text in one cell.
81	Alt+=	Creates a formula to sum all of the above cells.
82	Alt+'	Allows formatting on a dialog box.
83	F1	Opens the Help menu.
84	F2	Edits the selected cell.
85	F3	After a name has been created, F3 will paste names.
86	F4	Repeats last action. For example, if you changed the color of text in another cell, pressing F4 will change the text in cell to the same color.
87	F5	Goes to a specific cell. For example, C6.
88	F6	Move to the next pane.
89	F7	Spell check selected text or document.
90	F8	Enters Extend Mode.
91	F9	Recalculates every workbook.
92	F10	Activates the menu bar.
93	F11	Creates a chart from selected data.
94	F12	Save as.
95	Shift+F1	Opens the "What's This?" window.
96	Shift+F2	Allows the user to edit a cell comment.
97	Shift+F3	Opens the Excel formula window.
98	Shift+F5	Brings up a search box.
99	Shift+F6	Move to previous pane.
100	Shift+F8	Add to selection.



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#	SHORT KEY	DESCRIPTION
101	Shift+F9	Performs calculate function on activesheet.
102	Ctrl+F3	Open Excel Name Manager.
103	Ctrl+F4	Closes current Window.
104	Ctrl+F5	Restores window size.
105	Ctrl+F6	Next workbook.
106	Ctrl+Shift+F6	Previous workbook.
107	Ctrl+F7	Moves the window.
108	Ctrl+F8	Resizes the window.
109	Ctrl+F9	Minimize current window.
110	Ctrl+F10	Maximize currently selected window.
111	Ctrl+F11	Inserts a macro sheet.
112	Ctrl+F12	Opens a file.
113	Ctrl+Shift+F3	Creates names by using those of either row or column labels.
114	Ctrl+Shift+F6	Moves to the previous worksheet window.
115	Ctrl+Shift+F12	Prints the current worksheet.
116	Alt+F1	Inserts a chart.
117	Alt+F2	Save as.
118	Alt+F4	Exits Excel.
119	Alt+F8	Opens the macro dialog box.
120	Alt+F11	Opens the Visual Basic editor.
121	Alt+Shift+F1	Creates a new worksheet.
122	Alt+Shift+F2	Saves the current worksheet.