Excel Shortcut Keys

Key	Description
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+K	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+Pg Down	Switches between worksheet tabs, left to right
CTRL+Pg Up	Switches between worksheet tabs, right to left
CTRL+1	Displays the **format cells** dialog box
CTRL+A	Selects entire worksheet
CTRL+F	Displays the **find and replace** dialog box
CTRL+G	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+Z	Undo
CTRL+C	Copy
CTRL+X	Cut
CTRL+V	Paste
CTRL+Enter	When entering a formula, **keeps the current cell selected** instead of dropping down a cell
CTRL+Pg Down	Switch to the **next worksheet**. CTRL+Pg Up switches to the previous sheet
Shift+Arrows	Selects cells across and down the page
F4	Adds absolute, relative or mixed **cell references**
F12	Opens the Save As dialogue box
CTRL+S	Saves the document
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

Big List of Shortcuts

ARROW KEYS	Moves the selected cell one cell in the direction of the arrow.
LEFT ARROW or RIGHT ARROW	**Selects the cell to the right or left of the current cell.** Selects the tab to the left or 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 KEY	**Extends the selection of cells to the last nonblank cell** in the same column or row 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 KEYS	Press END to enter "**end mode**". Then press any arrow key to move to that end of 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	**Completes a cell entry** from the cell or the Formula Bar, and selects the cell below.
ALT+ENTER	Starts a **new line** 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 **beginning of a row** in a worksheet.
CTRL+HOME	Moves to the **beginning of a worksheet**.
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 **next sheet** in a workbook.
CTRL+SHIFT+PAGE DOWN	Selects the **current and next sheet** in a workbook.

PAGE UP	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+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 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+`	Alternates between **displaying cell values and displaying formulas** in the worksheet.

CTRL+'	**Copies a formula** from the cell above the active cell into the cell or the formula bar.
CTRL+1	Displays the **Format Cells** dialog box.
CTRL+2	Applies or removes **bold** formatting. CTRL + B does the same thing.
CTRL+3	Applies or removes **italic** formatting. CTRL + I does the same thing.
CTRL+4	Applies or removes **underlining**. CTRL + U does the same thing.
CTRL+5	Applies or removes **strikethrough**.
CTRL+6	Alternates between **hiding and displaying** objects.
CTRL+8	Displays or hides the **outline symbols**.
CTRL+9	Hides the **selected rows**.
CTRL+0	Hides the **selected columns**.
CTRL+A	Selects the **entire worksheet**. If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the entire worksheet. When the insertion point is to the right of a function name in a formula, displays the **Function Arguments** 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 **Fill Down** 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 **Find and Replace** dialog box, with the **Find** tab selected. Shift+F5 also displays this tab, while Shift+F4 repeats the last **Find** action. CTRL+Shift+F opens the **Format Cells** dialog box with the **Font** tab selected.
CTRL+G	Displays the **Go To** dialog box. F5 also displays this dialog box.
CTRL+H	Displays the **Find and Replace** dialog box, with the **Replace** 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 **Create Table** dialog box.
CTRL+N	Creates a new, blank workbook.
CTRL+O	Displays the **Open** dialog box to open or find a file. CTRL+Shift+O selects all cells that contain comments.
CTRL+P	Displays the **Print** tab in Microsoft Office Backstage view. CTRL+Shift+P opens the **Format Cells** dialog box with the **Font** tab selected.

CTRL+Q	Displays the **Quick Analysis** options for your data when you have cells that contain that data selected.
CTRL+R	Uses the **Fill Right** 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 **Create Table** 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 **Paste Special** 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 **Undo** command to reverse the last command or to delete the last entry that you typed.