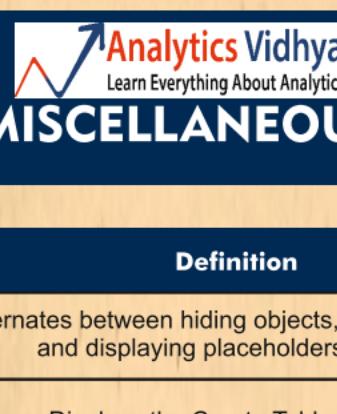
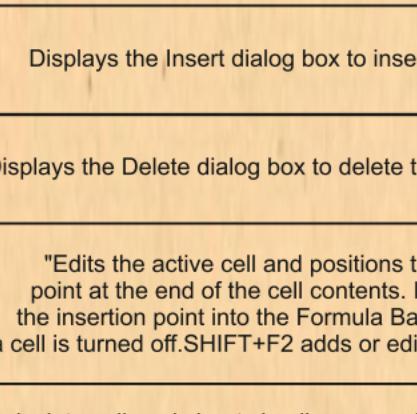


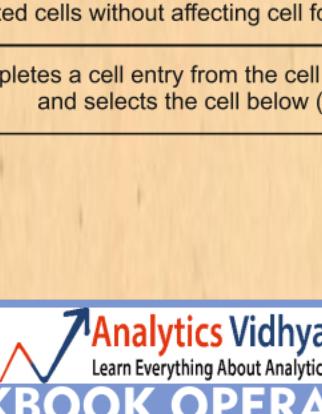
# EXCEL KEYBOARD SHORTCUTS CHEATSHEET



Function	Definition
CTRL+1	Displays the Format Cells dialog box.
CTRL+2	Applies or removes bold formatting.
CTRL+3	Applies or removes italic formatting.
CTRL+4	Applies or removes underlining.
CTRL+5	Applies or removes strikethrough.
CTRL+B	Applies or removes bold formatting.
CTRL+I	Applies or removes italic formatting.
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+U	"Applies or removes underlining. CTRL+SHIFT+U switches between expanding and collapsing of the formula bar."
CTRL+SHIFT+~	Applies the General number format.
CTRL+SHIFT+\$	Applies the Currency format with two decimal places (negative numbers in parentheses).
CTRL+SHIFT+%	Applies the Percentage format with no decimal places.
CTRL+SHIFT+^	Applies the Exponential number format with two decimal places.
CTRL+SHIFT+#	Applies the Date format with the day, month, and year.
CTRL+SHIFT+@	Applies the Time format with the hour and minute, and AM or PM.
CTRL+SHIFT+!	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
CTRL+SHIFT+!	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.



Function	Definition
CTRL+6	Alternates between hiding objects, displaying objects, and displaying placeholders for objects.
CTRL+T	Displays the Create Table dialog box.
CTRL+SHIFT+:	Enters the current time.
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.
F1	Displays the Microsoft Office Excel Help task pane.
F6	"Switches between the worksheet, Ribbon, task pane, and Zoom controls. In a worksheet that has been split (View menu, Manage This Window, Freeze Panes, Split Window command), F6 includes the split panes when switching between panes and the Ribbon area. CTRL+F6 switches to the next workbook window when more than one workbook window is open."
F7	"Displays the Spelling dialog box to check spelling in the active worksheet or selected range. CTRL+F7 performs the Move command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press ENTER, or ESC to cancel."
F10	"Turns key tips on or off. SHIFT+F10 displays the shortcut menu for a selected item."
ESC	Cancels an entry in the cell or Formula Bar.
Spacebar	In a dialog box, performs the action for the selected button, or selects or clears a check box.



Function	Definition
CTRL+F	Displays the Find and Replace dialog box, with the Find tab selected.
CTRL+G	Displays the Go To dialog box.
CTRL+H	Displays the Find and Replace dialog box, with the Replace tab selected.
CTRL+K	Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.
CTRL+PgUp	Switches between worksheet tabs, from left-to-right.
CTRL+PgDn	Switches between worksheet tabs, from right-to-left.
F3	"Displays the Paste Name dialog box. SHIFT+F3 displays the Insert Function dialog box."
F5	"Displays the Go To dialog box. CTRL+F5 restores the window size of the selected workbook window."
Arrow Keys	Move one cell up, down, left, or right in a worksheet.
End	Moves to the cell in the lower-right corner of the window when SCROLL LOCK is turned on.
Home	Moves to the beginning of a row in a worksheet.
Page Down	Moves to the beginning of a row in a worksheet.
Page Up	Moves one screen up in a worksheet.
TAB	Moves one cell to the right in a worksheet.

