Shortcut	Description
Tab	Move to the next cell, to the right of the currently selected cell.
Ctrl+A	Select all contents of a worksheet.
Ctrl+B	Bold all cells in the highlighted section.
Ctrl+C	Copy all cells in the highlighted section.
Ctrl+D	Fill down. Fills the cell beneath with the contents of the selected cell. To fill more than one cell, select the source cell and press **Ctrl+Shift+Down** to select multiple cells. Then press **Ctrl+D** to fill them with the contents of the original cell.
Ctrl+F	Search current sheet.
Ctrl+G	Go to a certain area.
Ctrl+H	Find and replace.
Ctrl+I	Puts italics on all cells in the highlighted section.
Ctrl+K	Inserts a hyperlink.
Ctrl+N	Creates a new workbook.
Ctrl+O	Opens a workbook.
Ctrl+P	Print the current sheet.
Ctrl+R	Fill right. Fills the cell to the right with the contents of the selected cell. To fill more than one cell, select the source cell and press **Ctrl+Shift+Right** to select multiple cells. Then press **Ctrl+R** to fill them with the contents of the original cell.
Ctrl+S	Saves the open worksheet.
Ctrl+U	Underlines all cells in the highlighted section.
Ctrl+V	Pastes everything copied onto the clipboard.
Ctrl+W	Closes the current workbook.
Ctrl+X	Cuts all cells in the highlighted section.
Ctrl+Y	Repeats the last entry.
Ctrl+Z	Undo the last action.
Ctrl+1	Changes the format of the selected cells.
Ctrl+2	Bolds all cells in the highlighted section.
Ctrl+3	Puts italics all cells in the highlighted section.
Ctrl+4	Underlines all cells in highlighted section.
Ctrl+5	Puts a strikethrough all cells in the highlighted section.

Ctrl+6	Shows or hides objects.
Ctrl+7	Shows or hides the toolbar.
Ctrl+8	Toggles the outline symbols.
Ctrl+9	Hides rows.
Ctrl+0	Hides columns.
Ctrl+Shift+:	Enters the current time.
Ctrl+;	Enters the current date.
Ctrl+`	Changes between displaying cell values or formulas in the worksheet.
Ctrl+'	Copies a formula from the cell above.
Ctrl+Shift+"	Copies value from cell above.
Ctrl+-	Deletes the selected column or row.
Ctrl+Shift+=	Inserts a new column or row.
Ctrl+Shift+~	Switches between showing Excel formulas or their values in cells.
Ctrl+Shift+@	Applies time formatting.
Ctrl+Shift+!	Applies comma formatting.
Ctrl+Shift+$	Applies currency formatting.
Ctrl+Shift+#	Applies date formatting.
Ctrl+Shift+%	Applies percentage formatting.
Ctrl+Shift+^	Applies exponential formatting.
Ctrl+Shift+*	Selects the current region around the active cell.
Ctrl+Shift+&	Places border around selected cells.
Ctrl+Shift+_	Removes a border.
Ctrl++	Insert.
Ctrl+-	Delete.
Ctrl+Shift+(	Unhide rows.
Ctrl+Shift+)	Unhide columns.
Ctrl+/	Selects the array containing the active cell.
Ctrl+	Selects the cells that have a static value or don't match the formula in the active cell.
Ctrl+[	Selects all cells referenced by formulas in the highlighted section.
Ctrl+]	Selects cells that contain formulas that reference the active cell.

Ctrl+Shift+{	Selects all cells directly or indirectly referenced by formulas in the highlighted section.
Ctrl+Shift+}	Selects cells which contain formulas that directly or indirectly reference the active cell.
Ctrl+Shift+| (pipe)	Selects the cells within a column that don't match the formula or static value in the active cell.
Ctrl+Enter	Fills the selected cells with the current entry.
Ctrl+Spacebar	Selects the entire column.
Ctrl+Shift+Spacebar	Selects the entire worksheet.
Ctrl+Home	Move to cell A1.
Ctrl+End	Move to last cell on worksheet.
Ctrl+Tab	Move between Two or more open Excel files.
Ctrl+Shift+Tab	Activates the previous workbook.
Ctrl+Shift+A	Inserts argument names into a formula.
Ctrl+Shift+F	Opens the drop-down menu for fonts.
Ctrl+Shift+O	Selects all of the cells that contain comments.
Ctrl+Shift+P	Opens the drop-down menu for point size.
Shift+Insert	Pastes what is stored on the clipboard.
Shift+Page Up	In a single column, highlights all cells above that are selected.
Shift+Page Down	In a single column, highlights all cells above that are selected.
Shift+Home	Highlights all text to the left of the cursor.
Shift+End	Highlights all text to the right of the cursor.
Shift+Up Arrow	Extends the highlighted area up one cell.
Shift+Down Arrow	Extends the highlighted area down one cell.
Shift+Left Arrow	Extends the highlighted area left one character.
Shift +Right Arrow	Extends the highlighted area right one character.
Alt+Tab	Cycles through applications.
Alt+Spacebar	Opens the system menu.
Alt+Backspace	Undo.
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.
Alt+=	Creates a formula to sum all of the above cells.

Alt+'	Allows formatting on a dialog box.
F1	Opens the help menu.
F2	Edits the selected cell.
F3	After a name has been created, F3 will paste names.
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.
F5	Goes to a specific cell. For example, C6.
F6	Move to the next pane.
F7	Spell check selected text or document.
F8	Enters Extend Mode.
F9	Recalculates every workbook.
F10	Activates the menu bar.
F11	Creates a chart from selected data.
F12	Save As option.
Shift+F1	Opens the "What's This?" window.
Shift+F2	Allows the user to edit a cell comment.
Shift+F3	Opens the Excel formula window.
Shift+F5	Brings up a search box.
Shift+F6	Move to previous pane.
Shift+F8	Add to selection.
Shift+F9	Performs calculate function on active sheet.
Ctrl+F3	Open Excel Name Manager.
Ctrl+F4	Closes current Window.
Ctrl+F5	Restores window size.
Ctrl+F6	Next workbook.
Ctrl+Shift+F6	Previous workbook.
Ctrl+F7	Moves the window.
Ctrl+F8	Resizes the window.
Ctrl+F9	Minimize current window.
Ctrl+F10	Maximize currently selected window.
Ctrl+F11	Inserts a macro sheet.

Ctrl+F12	Opens a file.
Ctrl+Shift+F3	Creates names by using those of either row or column labels.
Ctrl+Shift+F6	Moves to the previous worksheet window.
Ctrl+Shift+F12	Prints the current worksheet.
Alt+F1	Inserts a chart.
Alt+F2	Save As option.
Alt+F4	Exits Excel.
Alt+F8	Opens the macro dialog box.
Alt+F11	Opens the Visual Basic editor.
Alt+Shift+F1	Creates a new worksheet.
Alt+Shift+F2	Saves the current worksheet.