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| **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](https://www.computerhope.com/jargon/l/link.htm). |
| **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](https://www.computerhope.com/jargon/c/clipboar.htm). |
| **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](https://www.computerhope.com/jargon/s/striketh.htm) all cells in the highlighted section. |
| **Ctrl+6** | Shows or hides objects. |
| **Ctrl+7** | Shows or hides the [toolbar](https://www.computerhope.com/jargon/t/toolbar.htm). |
| **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**](https://www.computerhope.com/jargon/p/pipe.htm)**)** | 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](https://www.computerhope.com/jargon/d/dropdm.htm) 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](https://www.computerhope.com/jargon/c/cursor.htm). |
| **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](https://www.computerhope.com/jargon/c/cell.htm). |
| **F3** | After a [name](https://www.computerhope.com/jargon/n/name.htm) has been created, F3 will [paste](https://www.computerhope.com/jargon/p/paste.htm) 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](https://www.computerhope.com/jargon/p/pane.htm). |
| **F7** | Spell check selected text or document. |
| **F8** | Enters Extend Mode. |
| **F9** | Recalculates every workbook. |
| **F10** | Activates the [menu bar](https://www.computerhope.com/jargon/m/menubar.htm). |
| **F11** | Creates a [chart](https://www.computerhope.com/jargon/c/chart.htm) from selected data. |
| **F12** | [Save As](https://www.computerhope.com/jargon/s/saveas.htm) 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](https://www.computerhope.com/jargon/f/formula.htm) 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](https://www.computerhope.com/jargon/n/name.htm). |
| **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](https://www.computerhope.com/jargon/m/minimize.htm) current window. |
| **Ctrl+F10** | [Maximize](https://www.computerhope.com/jargon/m/maximize.htm) 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](https://www.computerhope.com/jargon/s/saveas.htm) 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. |