Microsoft Excel

280
Short Keys

Microsoft Excel Short Keys

General Keys

New file	Ctrl + N
Open file	Ctrl + O
Save file	Ctrl + S
Move between open workbooks	Ctrl + F6
Close file	Ctrl + F4
Save as	F12

Display the print menu	Ctrl + P
Select whole spreadsheet	Ctrl + A
Select column	Ctrl + Space
Select row	Shift + Space
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Start a formula Equals Sign (eg. SUM(A1+A2))	
Exit Excel 97	Alt + F4
Move to next cell in row	Tab
Move to previous cell in row	Shift + Tab

Up one screen	Page Up
Down one screen	Page Down
Move to next worksheet	Ctrl + Page Down
Move to previous worksheet	Ctrl + Page Up
Go to first cell in data region	Ctrl + Home
Go to last cell in data region	Ctrl + End
Bold toggle for selection	Ctrl + B
Italic toggle for selection	Ctrl + I
Underline toggle for selection	

	Ctrl + U
Strikethrough for selection	
	Ctrl + 5
Change the font	Ctrl + Shift + F
Change the font size	Ctrl + Shift + P
Apply outline borders	Ctrl + Shift + 7
Remove all borders	Ctrl + Shift + Underline
Wrap text in same cell	Alt + Enter
Format cells	Ctrl + 1
Select font	Ctrl + Shift + F
Select point size	Ctrl + Shift + P

Format as currency	Ctrl + Shift + 4
Format as general (to remove any formatting)	Ctrl + Shift + #
Format as percentage	Ctrl + Shift + 5
Format as number	Ctrl + Shift + 1
Delete one character to Delete	Right
Delete one character to Backspace	left
Edit active cell	F2
Cancel cell entry	Escape Key
Select entire worksheet	Ctrl + A
Select entire row	Shift +

	Spacebar
Select entire column	Ctrl + Spacebar
Manual select Hold	Shift + with Left, Right, Up, Down Arrow

Copying and Moving Text

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Autosum a range of cells	Alt + Equals Sign
Insert the date	Ctrl + ; (semi-colon)
Insert the time	Ctrl + Shift + ; (semi-colon)

Insert columns/rows	Ctrl + Shift + + (plus sign)
Insert a new worksheet	Shift + F11
Find text	Ctrl + F
Replace text dialog	Ctrl + H
Create a chart automatically on new sheet	F11
Edit a cell comment	Shift + F2
Say Version of Excel	Ctrl + Shift + V
Move to Next Sheet	Ctrl + Page Down
Move to Prior Sheet	Ctrl + Page Up

Go to a cell command	Ctrl + G
Collapse Selection To Active Cell	Shift + Backspace
Say Active Cell Coordinates	Insert + C
AutoSum	Alt + Equals
Insert Date In Current Cell	Ctrl + ; (semicolon)
Insert Time In Current Cell	Ctrl + Shift + ; (semicolon)
Current Column First Cell From Top	Alt + 1
Current Column Second Cell From Top	Alt + 2
Current Column Third Cell From Top	

	Alt + 3
Current Column Fourth Cell From Top	
	Alt + 4
Data Region Left	Ctrl + Left Arrow
Data Region Right	Ctrl + Right Arrow
Data Region Down	Ctrl + Down Arrow
Data Region Up	Ctrl + Up Arrow
Select Whole Data Region	Ctrl + Shift + 8
Say Formula	Ctrl + F2
Spell Check	F7
Report Gridline Status	Alt +

Shift + g	
Read Row Total	Insert + Delete
Read Column Total	Insert + Enter
Say Column Title	Alt + Shift + C
Say Row Title	Alt + Shift + R
Say Visible Range Coordinates	Alt + Shift + V
Cycle Through Controls in Dialog Box	Tab
Tab Backwards	Shift + Tab
List Cells With Comments	Ctrl + Shift + ' (apostrophe)
Row Second Cell From Left	

	Alt + Ctrl + 2
Row First Cell From Left	Alt + Ctrl + 1
Row Third Cell From Left	Alt + Ctrl + 3
Row Fourth Cell From Left	Alt + Ctrl + 4
Describe Cell Border	Alt + Shift + B
Read Cell Comment	Alt + Shift + ' (apostrophe)
Auto Filter	Ctrl + Shift + A
Read Cell Hyperlink	Alt + Shift + H
Close Office Assistant	Ctrl + Insert + F4

Set Monitor Cell One	Alt + Ctrl + Shift + 1
Set Monitor Cell Two	Alt + Ctrl + Shift + 2
Set Monitor Cell Three	Alt + Ctrl + Shift + 3
Set Monitor Cell Four	Alt + Ctrl + Shift + 4
Set Monitor Cell Five	Alt + Ctrl + Shift + 5
Set Monitor Cell Six	Alt + Ctrl + Shift + 6
Set Monitor Cell Seven	Alt + Ctrl + Shift + 7
Set Monitor Cell Eight	Alt + Ctrl + Shift + 8

Set Monitor Cell Nine	Alt + Ctrl + Shift + 9
Set Monitor Cell 10	Alt + Ctrl + Shift + 0
Read Monitor Cell One	Alt + Shift + 1
Read Monitor Cell Two	Alt + Shift + 2
Read Monitor Cell Three	Alt + Shift + 3
Read Monitor Cell Four	Alt + Shift + 4
Read Monitor Cell Five	Alt + Shift + 5
Read Monitor Cell Six	Alt + Shift + 6

Read Monitor Cell Seven	Alt + Shift + 7
Read Monitor Cell Eight	Alt + Shift + 8
Read Monitor Cell Nine	Alt + Shift + 9
Read Monitor Cell Ten	Alt + Shift + 0
List Visible Cells With Data	Ctrl + Shift + D
Lists Data In Current Column	Ctrl + Shift + C
List Data In Current Row	Ctrl + Shift + R
Select Hyperlink	Ctrl + Shift + H

Move To Worksheet Listbox	Ctrl + Shift + S
Move To Monitor Cell	Ctrl + Shift + M
Select Worksheet Objects	Ctrl + Shift + O
List Cells At Page Breaks	Ctrl + Shift + B
Options Listbox	Insert + V
Edit the selected cell.	F2
After a name has been created, F3 will paste names.	F3

Repeat 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.

Go to a specific cell. For example, C6.	F5
Spell check selected text or document.	F7
Create chart from selected data.	F11
Enter the current time.	Ctrl + Shift + ;
Enter the current date.	Ctrl + ;
Insert New Worksheet.	Alt + Shift + F1

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 +

Enter

Open the Excel formula window. Shift + F3

Bring up search box. Shift + F5

Open the Format Cells window. Ctrl + 1

Select all contents of the worksheet. Ctrl + A

Bold highlighted selection. Ctrl + B

Italic highlighted selection. Ctrl + I

Insert link. Ctrl + K

Save the open worksheet. Ctrl + S

Underline highlighted

selection.	Ctrl + U
Change the format of selected cells.	Ctrl + 1
Strikethrough highlighted selection.	Ctrl + 5
Bring up the print dialog box to begin the printing process.	Ctrl + P
Undo last action.	Ctrl + Z
Open Excel Name Manager.	Ctrl + F3
Minimize current window.	Ctrl + F9
Maximize currently selected window.	Ctrl + F10
Switch between open workbooks or windows.	Ctrl + F6

Move between work sheets in the same document. Ctrl + Page up

Move between work sheets in the same document. Ctrl + Page down

Move between Two or more open Excel files. Ctrl + Tab

Create a formula to sum all of the above cells. Alt + =

Insert the value of the above cell into the cell currently selected. Ctrl + '

Format number in comma format. Ctrl + Shift + 1

Format number in currency format. Ctrl + Shift + 4

Format number in date

format.	Ctrl + Shift + 3
Format number in percentage format.	Ctrl + Shift + 5
Format number in scientific format.	Ctrl + Shift + 6
Format number in time format.	Ctrl + Shift + 2
Move to next section of text.	Ctrl + Arrow key
Select entire column.	Ctrl + Space
Select entire row.	Shift + Space
Delete the selected column or row.	Ctrl + -
Insert a new column or row.	Ctrl + Shift + =

Move to cell A1.	Ctrl + Home
Switch between showing Excel formulas or their values in cells.	Ctrl + ~
File menu options in current program.	Alt + F
Edit options in current program	Alt + E
Switch between open programs	Alt + Tab
Universal Help in almost every Windows program.	F1
Rename a selected file	F2
Refresh the current program window.	F5
Create a new, blank document in some software programs	Ctrl + N

Open a file in current software program   Ctrl + O

Select all text.   Ctrl + A

Change selected text to be Bold   Ctrl + B

Change selected text to be in Italics   Ctrl + I

Change selected text to be Underlined   Ctrl + U

Open find window for current document or window.   Ctrl + F

Save current document file.   Ctrl + S

Cut selected item.   Ctrl + X

Cut selected item.   Shift + Del

Copy selected item.   Ctrl + C

Copy selected item	Ctrl + Ins
Paste	Ctrl + V
Paste	Shift + Ins
Insert hyperlink for selected text	Ctrl + K
Print the current page or document.	Ctrl + P
Goes to beginning of current line.	Home
Goes to beginning of document.	Ctrl + Home
Goes to end of current line.	End
Goes to end of document.	Ctrl + End
Highlights from current position to	

beginning of line. Shift + Home

Highlights from current position to end of line. Shift + End

Moves one word to the left at a time. Ctrl + Left arrow

Moves one word to the right at a time. Ctrl + Right arrow

Opens the START menu Ctrl + Esc

Opens Windows Task Manager Ctrl + Shift + Esc

Close the currently active program Alt + F4

Open the Properties for the selected item (file, folder, shortcut, etc.) Alt + Enter

CTRL Combination shortcut keys

CTRL+SHIFT+ Unhides any hidden rows within the select on.

CTRL+SHIFT+ & Applies the outline border to the selected cells.

CTRL+SHIFT_ Removes the outline border from the selected cells.

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 Scientific 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 nega(ve values.

CTRL+SHIFT+* Selects the current region around the ac(vecell (the data area enclosed by blank rows and blank columns).

In a PivotTable, it selects the en(rePivotTable report.

CTRL+SHIFT+: Enters the current (me.

CTRL+SHIFT+" Copies the value from the cell above the ac(ve cell into the cell or the Formula Bar.

CTRL+SHIFT++ Displays the Insert dialog box to insert blank cells.

CTRL+ - 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 ac(ve cell into the cell or the Formula Bar

CTRL+1   Displays the Format Cells dialog box.

CTRL+2   Applies or removes bold forma?ng.

CTRL+3   Applies or removes italic forma?ng.

CTRL+4   Applies or removes underlining.

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 en(re worksheet. If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second (me selects the en(re worksheet. When the insert on

point is to the right of a function name in a formula this displays the Funcon Arguments dialog box.

CTRL+B   Applies or removes bold forma?ng.

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+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 act on.

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 formaing.

CTRL+K   Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected exis(ng 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 MicrosoC Office

Backstage view.

CTRL+SHIFT+P opens the Format Cells dialog box with the Font tab selected.

CTRL+R Uses the Fill Right command to copy the contents and format of the leCmost cell of a selected range into the cells to the right.

CTRL+S Saves the file with its current file name, loca(on, 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 inser(on point and replaces any selec(on.

          Available only aCer you have cut or copied an object, text, or cell contents.

CTRL+ALT+V displays the Paste Special dialog box. Available only aCer 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 ac(on, if possible.

CTRL+Z   Uses the Undo command to reverse the last command or to delete the last entry that you typed.