Microsoft Excel / Office Shortcuts
Compiled by Joe Perkins

Key		Description	Key		Description
CTRL +	A	Select All	F1		Help
CTRL +	B	**Bold**	F2		Edit Cell
CTRL +	C	Copy	F3		Paste named range (Insert/Name/Paste)
CTRL +	D	Fill Down	F4		Repeat Last Command
CTRL +	F	Find	F5		Go To
CTRL +	G	Go To	F6		Focus next pane
CTRL +	H	Find & Replace	F7		Spell Check
CTRL +	I	*Italics*	F8		Extend mode
CTRL +	K	Insert Hyperlink	F9		Calculate all worksheets
CTRL +	L	Create List	F10		active Menu Bar
CTRL +	N	New	F11		Insert Chart
CTRL +	O	Open	F12		Save As
CTRL +	P	Print			
CTRL +	R	Fill Right	Shift +	F2	Comment insert/edit
CTRL +	S	Save	Shift +	F3	Function Wizard
CTRL +	U	Underline	Shift +	F4	Repeat Find
CTRL +	V	Paste	Shift +	F5	Find
CTRL +	W	Close	Shift +	F6	Focus Prior pane
CTRL +	X	Cut	Shift +	F8	Add Mode
CTRL +	Y	Redo	Shift +	F9	Calculates Active sheet
CTRL +	Z	Undo	Shift +	F10	Right Click
CTRL +	1	format cells	Shift +	F11	Insert Worksheet
CTRL +	2	**Bold**	Shift +	Bkspc	Collapse selection to active cell
CTRL +	3	*Italics*	Shift +	Enter	Reverse of Enter
CTRL +	4	Underline	Shift +	Home	Selects to start of Row
CTRL +	5	~~Strike~~	Shift +	Spc	Select rows
CTRL +	6	Hide/show objects	Shift +	Tab	Moves to left
CTRL +	7	Standard Toolbar			
CTRL +	8	Outline symbols	CTRL + Shift +	_	Borders Off
CTRL +	9	Hide Rows	CTRL + Shift +	&	Borders On
CTRL +	0	Hide Columns	CTRL + Shift +	Enter	Enter formula as array
CTRL +	;	Insert Date	CTRL + Shift +	End	Select to End of sheet
CTRL +	`	Show/Hide Formulas	CTRL + Shift +	Home	Select to start of sheet
CTRL +	-	Delete Range	CTRL + Shift +	Arrow	Select to edge of region
CTRL +	'	Copies formula from above	CTRL + Shift +	:	Insert Time
CTRL +	Del	Deletes to end of Line	CTRL + Shift +	"	Copy value from cell above
CTRL +	F1	Taskpane	CTRL + Shift +	+	Insert Range
CTRL +	F3	Create Named Range	CTRL + Shift +	(	Show Rows
CTRL +	F4	Close window	CTRL + Shift +	)	Show Colums
CTRL +	F5	Restores size of current book	CTRL + Shift +	F3	Name Range Array
CTRL +	F6	Next window	CTRL + Shift +	F6	Previous Window
CTRL +	F7	Window Move	CTRL + Shift +	Spc	Selects objects on sheet
CTRL +	F8	Window Size command	CTRL + Shift +	*	Selects current region
CTRL +	F9	Maximize	CTRL + Shift +	{	Select cells referred to by formula
CTRL +	F10	Toggle Maximize	CTRL + Shift +	}	Select formulas that refer to active cell
CTRL +	F12	Open	CTRL + Shift +	?	Selects cells with comments
CTRL +	End	Move to End of sheet	CTRL + Shift +	O	opens all cells with comments

• Bullets   ALT +0149