EXCEL FORMULAS LIST

Generalized Shortcuts	
Excel Fuction	Shortcut Keys
Close a Workbook	Ctrl + W
Repeat Last Command Actions	F4
Open Options	Alt + F + T
Open Help	F1
Undo	Ctrl + Z
Redo	Ctrl + Y
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Display Paste Special Dialogue Box	Ctrl + Alt + V
Find Box	Ctrl + F
Find and Replace	Ctrl + H
Find next match	Shift + F4
Find Previous Match	Ctrl + Shift + F4
Create an Embedded Chart	Alt + F1 -
Create Chart in new Worksheet	F11
New Workbook	Ctrl + N
Open Workbook	Ctrl + O
Save Workbook	Ctrl + S
Save As	F12
Print File	Ctrl + P

Open Print Preview	Ctrl + F2
Close Workbook	Ctrl + F4
Close Excel	Alt + F4
Expand or close Ribbon	Ctrl + F1
Activate Access Keys	Alt
Move to next control on Ribbon	Tab
Help	F1
Select all contents of a worksheet.	Ctrl+A
Bold all cells in the highlighted section.	Ctrl+B
Fill the Content of the selected cell on top to bottom. CTRL + D (i.e. Ctrl+ Down)	Ctrl+D
"Search the current sheet.	Ctrl+F
Go to a certain area.	Ctrl+G
Find and replace.	Ctrl+H
Puts italics on all cells in the highlighted section.	Ctrl+I
Inserts a hyperlink.	Ctrl+K
Print the current sheet.	Ctrl+P
Fill Right.	Ctrl+R
Saves the open worksheet.	Ctrl+S
Underlines all cells in the highlighted section.	Ctrl+U
Pastes everything copied onto the clipboard.	Ctrl+V
Closes the current workbook.	Ctrl+W

Cuts all cells within the highlighted section.	Ctrl+X
Repeats the last entry.	Ctrl+Y
Undo the last action.	Ctrl+Z
Changes the format of the selected cells.	Ctrl+1
Bolds all cells in the highlighted section.	Ctrl+2
Puts italics all cells in the highlighted section.	Ctrl+3
Underlines all cells in the highlighted section.	Ctrl+4
Puts a strikethrough all cells in the highlighted section.	Ctrl+5
Shows or hides objects.	Ctrl+6
Shows or hides the toolbar.	Ctrl+7
Toggles the outline symbols.	Ctrl+8
Hides rows.	Ctrl+9
Hides columns.	Ctrl+0
Enters the current time.	Ctrl+Shift+:
Enters the current date.	Ctrl+;
Changes between displaying cell values or formulas in the worksheet.	Ctrl+`
Copies a formula from the cell above.	Ctrl+'
Copies value from the cell above.	Ctrl+Shift+"
Deletes the selected column or row.	Ctrl+-
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+Shift+_
Insert.	Ctrl++
Delete.	Ctrl+-
Unhide rows.	Ctrl+Shift+(
Unhide columns.	Ctrl+Shift+)
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+]

Selects all cells directly or indirectly referenced by formulas in the highlighted section.	Ctrl+Shift+{
Selects cells that contain formulas that directly or indirectly reference the active cell.	Ctrl+Shift+}
Selects the cells within a column that don't match the formula or static value in the active cell.	Ctrl+Shift+|
Fills the selected cells with the current entry.	Ctrl+Enter
Selects the entire column.	Ctrl+Spacebar
Selects the entire worksheet.	Ctrl+Shift+Spacebar
Move to cell A1.	Ctrl+Home
Move to the last cell on a worksheet.	Ctrl+End
Move between Two or more open Excel files.	Ctrl+Tab
Activates the previous workbook.	Ctrl+Shift+Tab
Inserts argument names into a formula.	Ctrl+Shift+A
Opens the drop-down menu for fonts.	Ctrl+Shift+F
Selects all of the cells that contain comments.	Ctrl+Shift+F
Opens the drop-down menu for the point size.	Ctrl+Shift+P
Pastes what is stored on the clipboard.	Shift+Insert
In a single column, highlights all cells above that which are selected.	Shift+pg up
In a single column, highlights all cells above that which are selected.	Shift+pg dn
Highlights all text to the left of the cursor.	Shift+Home

Highlights all text to the right of the cursor.	Shift+End
Extends the highlighted area up to one cell.	Shift+↑
Extends the highlighted area down one cell.	Shift+↓
Extends the highlighted area left one character.	Shift+←
Extends the highlighted area right one character.	Shift+→
Cycles through applications.	Alt+Tab
Opens the system menu.	Alt+Spacebar
Undo.	Alt+Backpspace
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
It creates a formula to sum all of the above cells.	Alt+=
Allows formatting on a dialog box.	Alt+'
Opens the Help menu.	F1
Edits the selected cell.	F2
After a name has been created, F3 will paste names.	F3
Repeats the last action. For example, if you changed the color of the text in another cell, pressing F4 will change the text in a cell to the same color.	F4
Goes to a specific cell. For example, C6.	F5
Move to the next pane.	F6

Spell check selected text or document.	F7
Enters Extend Mode.	F8
Recalculates every workbook.	F9
Activates the menu bar.	F10
Creates a chart from selected data.	F11
Save as.	F12
Opens the "What's This?" window.	Shift+F1
It allows the user to edit a cell comment.	Shift+F2
Opens the Excel formula window.	Shift+F3
Brings up a search box.	Shift+F5
Move to the previous page.	Shift+F6
Add to selection.	Shift+F8
Performs calculate function on the active sheet.	Shift+F9
Open Excel Name Manager.	Ctrl+F3
Closes current Window.	Ctrl+F4
Restores window size.	Ctrl+F5
Next workbook.	Ctrl+F6
Previous workbook.	Ctrl+Shift+F6
Moves the window.	Ctrl+F7
Resizes the window.	Ctrl+F8
Minimize the current window.	Ctrl+F9

Maximize the currently selected window.	Ctrl+F10
Inserts a macro sheet.	Ctrl+F11
Opens a file.	Ctrl+F12
Creates names by using those of either row or column labels.	Ctrl+Shift+F3
Moves to the previous worksheet window.	Ctrl+Shift+F6
Prints the current worksheet.	Ctrl+Shift+F12
Inserts a chart.	Alt+F1
Save as.	Alt+F2
Exits Excel.	Alt+F4
Opens the macro dialog box.	Alt+F8
Opens the Visual Basic editor.	Alt+F11
Creates a new worksheet.	Alt+Shift+F1
Saves the current worksheet.	Alt+Shift+F2
Cell Formatting Shortcut Keys	
To edit a cell	F2
To copy and paste cells	Ctrl + C, Ctrl + V
To italicize and make the font bold	Ctrl + I, Ctrl + B
To center align cell contents	Alt + H + A + C
To fill color	Alt + H + H
To add a border	Alt + H + B
To remove outline border	Ctrl + Shift + _

To add an outline to the select cells	Ctrl + Shift + &
To move to the next cell	Tab
To move to the previous cell	Shift + Tab
To select all the cells on the right	Ctrl + Shift + Right arrow
To select all the cells on the left	Ctrl + Shift + Left Arrow
To select the column from the selected cell to the end of the table	Ctrl + Shift + Down Arrow
To select all the cells above the selected cell	Ctrl + Shift + Up Arrow
To select all the cells below the selected cell	Ctrl + Shift + Down Arrow
To add a comment to a cell	Shift + F2
To delete a cell comment	Shift + F10 + D
To display find and replace	Ctrl + H
To activate the filter	Ctrl + Shift + L, Alt + Down Arrow
To insert the current date	Ctrl + ;
To insert current time	Ctrl + Shift + :
To insert a hyperlink	Ctrl + k
To apply the currency format	Ctrl + Shift + $
To apply the percent format	Ctrl + Shift + %
To go to the "Tell me what you want to do" box	Alt + Q
Row and Column Formatting Shortcut Keys	
To select the entire row	Shift + Space

To select the entire column	Ctrl + Space
To delete a column	Alt+H+D+C
To delete a row	Shift + Space, Ctrl + -
To hide selected row	Ctrl + 9
To unhide selected row	Ctrl + Shift + 9
To hide a selected column	Ctrl + 0
To unhide a selected column	Ctrl + Shift + 0
To group rows or columns	Alt + Shift + Right arrow
To ungroup rows or columns	Alt + Shift + Left arrow
Pivot Table Shortcut Keys	
To group pivot table items	Alt + Shift + Right arrow
To ungroup pivot table items	Alt + Shift + Left arrow
To hide pivot table items	Ctrl + -
To create a pivot chart on the same sheet	Alt + F1
To create a pivot chart on a new worksheet	F11