**Microsoft Excel Keyboard Shortcuts**

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| KEYS FOR SELECTING TEXT AND OBJECTS | |  | KEYS FOR EDITING DATA | |
| SHIFT+ARROW | Extend selection by one cell |  | F2 | Edit the active cell |
| CTRL+SHIFT+\* (asterisk) | Select the entire current region |  | F3 | Paste a defined name into a formula |
| CTRL+SHIFT+ARROW | Extend selection to last nonblank cell in same column or row |  | CTRL+A | Display the Formula Palette after you type a function name in a formula |
| SHIFT+HOME | Extend selection to beginning of row |  | CTRL+SHIFT+A | Insert the argument names & parenthesis for function, after you type a function name |
| CTRL+SHIFT+HOME | Extend selection to beginning of worksheet |  |
| CTRL+SHIFT+END | Extend selection to last used cell on worksheet |  | F7 | Display the Spelling dialog box |
| SHIFT+SPACEBAR | Selects the entire row |  | **KEYS FOR ENTERING DATA ON A WORKSHEET** | |
| CTRL+SPACEBAR | Selects the entire column |  | ALT+ENTER | Start a new line in the same cell |
| CTRL+A | Select the entire worksheet |  | CTRL+ENTER | Fill the selected cell range with current entry |
| SHIFT+BACKSPACE | Select only the active cell when multiple cells are selected |  | TAB | Complete a cell entry and move to the right |
|  | SHIFT+TAB | Complete a cell entry and move to the left |
| SHIFT+PAGE DOWN | Extend the selection down one screen |  | CTRL+DELETE | Delete text to the end of the line |
| SHIFT+PAGE UP | Extend the selection up one screen |  | CTRL+Z | Undo the last action |
| SHIFT+F8 | Toggle to add another range of cells to the selection without holding down CRTL key |  | CTRL+Y or F4 | Repeat the last action |
|  | SHIFT+F2 | Edit or enter a cell comment |
| END, SHIFT+HOME | Extend the selection to the last cell used on the worksheet |  | CTRL+SHIFT+F3 | Create names from row and column labels |
|  | CTRL+D | Fill down |
| END, SHIFT+ARROW | Extend the selection to the last nonblank cell in the same column or row |  | CTRL+R | Fill to the right |
|  | F4 | Toggles through formula reference types |
| CTRL+SHIFT+O (letter o) | Selects all cells with comments |  | **KEYS FOR WORKING IN CELLS OR THE FORMULA BAR** | |
| ALT+; (semicolon) | Selects only visible cells in the current selection |  | CTRL+K | Insert a hyperlink |
| KEYS FOR MOVING & SCROLLING IN A WORKSHEET OR BOOK | |  | SHIFT+F3 | Paste a function into a formula |
| CTRL+ARROW | Move to the edge of current data region |  | ALT+= (equal sign) | Insert the AutoSum formula |
| HOME | Move to the beginning of the row |  | CTRL+; (semicolon) | Enter the date |
| CTRL+HOME | Move to the beginning of the worksheet |  | CTRL+SHIFT+: (colon) | Enter the time |
| CTRL+END | Move to the last cell on the worksheet |  | CTRL+’ (apostrophe) | Copy formula from cell above into active cell |
| ALT+PAGE DOWN | Move one screen to the right |  | CTRL+~ (tilde) | Toggles between displaying formulas & values |
| ALT+PAGE UP | Move one screen to the left |  | **OTHER FUNCTION KEYS** | |
| CTRL+PAGE DOWN | Move to the next sheet in the workbook |  | F1 | Display help |
| CTRL+PAGE UP | Move to the previous sheet in the workbook |  | ALT+F1 or F11 | Insert a chart sheet |
| F6 | Move to the next panel in a split workbook |  | SHIFT+F11 | Insert a new worksheet |
| CTRL+BACKSPACE | Scroll to display the active cell |  | ALT+F2 or F12 | Execute the Save As command |
| CTRL+SHIFT+” (quote) | Copy the value from the cell above active cell |  | CTRL+F4 | Close the window |
| F5 | Display the Go To dialog box |  | ALT+F4 | Exit the program |
| TAB | Move between unlocked cells on a protected workbook |  | ALT+F8 | Display the list of macros in open windows |
|  | ALT+F11 | Open Visual Basic (VBA) editor |
| CTRL+. (period) | Move to corners of selected Current Region |  | CTRL+F12 or CTRL+O | Open an existing file |
| CTRL+TAB | Move between currently open workbooks |  | CTRL+F10 | Maximize or restore the workbook window |
| KEYS FOR FORMATTING DATA | |  | F8 | Extends a selection |
| ALT+’ (apostrophe) | Display the style dialog box |  | ALT | Displays the pop-up key tip badges (toggle) |
| CTRL+1 | Display the Format Cells dialog box |  | SHIFT+F10 | Displays a shortcut menu (same as right click) |
| CTRL+SHIFT+~ (tilde) | Apply the General number format |  | **OTHER SHORTCUT KEYS** | |
| CTRL+SHIFT+$ | Apply the Currency format with 2 decimals |  | SHIFT+INSERT | Paste clipboard contents into active cell |
| CTRL+SHIFT+% | Apply the Percentage format with 2 decimals |  | CTRL+0 (zero) | Hide columns |
| CTRL+SHIFT+# | Apply the Date format with day, month & year |  | CTRL+F | Display Find & Replace dialogue box |
| CTRL+SHIFT+! | Apply the Number format with 2 decimals |  | CTRL+N | Opens a new workbook |
| CTRL+SHIFT+& | Apply the outline border |  | CTRL+P | Opens Print dialogue box |
| CTRL+B | Apply or remove bold formatting |  | CTRL+S | Saves the file |
| CTRL+I | Apply or remove italic formatting |  | CTRL+A | Select all |
| CTRL+U | Apply or remove an underline |  | CTRL+\ (back slash) | Select differences within selection |
| CTRL+SHIFT+@ | Apply the Time format with the hour and minute |  | ALT+DOWN ARROW | Display Pick From List |
| CTRL+9 | Hide rows |  | ALT+F | Display File menu |
| CTRL+SHIFT+( | Unhide rows |  | ALT+E | Display the Edit menu |
| CTRL+0 (zero) | Hide columns |  | ALT+V | Display the View menu |
| CTRL+SHIFT+) | Unhide columns |  | ALT+I | Display the Insert menu |
| CTRL+7 | Show or hide the Standard toolbar |  | ALT+O (letter) | Display the Format menu |
| KEYS FOR CUTTING, COPYING, AND PASTING DATA | |  | ALT+T | Display the Tools menu |
| CTRL+C | Copy |  | ALT+D | Display the Data menu |
| CTRL+X | Cut |  | ALT+W | Display the Window menu |
| CTRL+V | Paste |  | CTRL+F1 | Temporarily minimize the Ribbon (toggle) |