

Microsoft Excel Keyboard Shortcuts

KEYS FOR SELECTING TEXT AND OBJECTS	
SHIFT+ARROW	Extend selection by one cell
CTRL+SHIFT+* (asterisk)	Select the entire current region
CTRL+SHIFT+ARROW	Extend selection to last nonblank cell in same column or row
SHIFT+HOME	Extend selection to beginning of row
CTRL+SHIFT+HOME	Extend selection to beginning of worksheet
CTRL+SHIFT+END	Extend selection to last used cell on worksheet
SHIFT+SPACEBAR	Selects the entire row
CTRL+SPACEBAR	Selects the entire column
CTRL+A	Select the entire worksheet
SHIFT+BACKSPACE	Select only the active cell when multiple cells are selected
SHIFT+PAGE DOWN	Extend the selection down one screen
SHIFT+PAGE UP	Extend the selection up one screen
SHIFT+F8	Toggle to add another range of cells to the selection without holding down CTRL key
END, SHIFT+HOME	Extend the selection to the last cell used on the worksheet
END, SHIFT+ARROW	Extend the selection to the last nonblank cell in the same column or row
CTRL+SHIFT+O (letter o)	Selects all cells with comments
ALT+; (semicolon)	Selects only visible cells in the current selection

KEYS FOR MOVING & SCROLLING IN A WORKSHEET OR BOOK	
CTRL+ARROW	Move to the edge of current data region
HOME	Move to the beginning of the row
CTRL+HOME	Move to the beginning of the worksheet
CTRL+END	Move to the last cell on the worksheet
ALT+PAGE DOWN	Move one screen to the right
ALT+PAGE UP	Move one screen to the left
CTRL+PAGE DOWN	Move to the next sheet in the workbook
CTRL+PAGE UP	Move to the previous sheet in the workbook
F6	Move to the next panel in a split workbook
CTRL+BACKSPACE	Scroll to display the active cell
CTRL+SHIFT+” (quote)	Copy the value from the cell above active cell
F5	Display the Go To dialog box
TAB	Move between unlocked cells on a protected workbook
CTRL+. (period)	Move to corners of selected Current Region
CTRL+TAB	Move between currently open workbooks

KEYS FOR FORMATTING DATA	
ALT+’ (apostrophe)	Display the style dialog box
CTRL+1	Display the Format Cells dialog box
CTRL+SHIFT+~ (tilde)	Apply the General number format
CTRL+SHIFT+\$	Apply the Currency format with 2 decimals
CTRL+SHIFT+%	Apply the Percentage format with 2 decimals
CTRL+SHIFT+#	Apply the Date format with day, month & year
CTRL+SHIFT+!	Apply the Number format with 2 decimals
CTRL+SHIFT+&	Apply the outline border
CTRL+B	Apply or remove bold formatting
CTRL+I	Apply or remove italic formatting
CTRL+U	Apply or remove an underline
CTRL+SHIFT+@	Apply the Time format with the hour and minute
CTRL+9	Hide rows
CTRL+SHIFT+(Unhide rows
CTRL+0 (zero)	Hide columns
CTRL+SHIFT+)	Unhide columns
CTRL+7	Show or hide the Standard toolbar

KEYS FOR CUTTING, COPYING, AND PASTING DATA	
CTRL+C	Copy
CTRL+X	Cut
CTRL+V	Paste

KEYS FOR EDITING DATA	
F2	Edit the active cell
F3	Paste a defined name into a formula
CTRL+A	Display the Formula Palette after you type a function name in a formula
CTRL+SHIFT+A	Insert the argument names & parenthesis for function, after you type a function name
F7	Display the Spelling dialog box

KEYS FOR ENTERING DATA ON A WORKSHEET	
ALT+ENTER	Start a new line in the same cell
CTRL+ENTER	Fill the selected cell range with current entry
TAB	Complete a cell entry and move to the right
SHIFT+TAB	Complete a cell entry and move to the left
CTRL+DELETE	Delete text to the end of the line
CTRL+Z	Undo the last action
CTRL+Y or F4	Repeat the last action
SHIFT+F2	Edit or enter a cell comment
CTRL+SHIFT+F3	Create names from row and column labels
CTRL+D	Fill down
CTRL+R	Fill to the right
F4	Toggles through formula reference types

KEYS FOR WORKING IN CELLS OR THE FORMULA BAR	
CTRL+K	Insert a hyperlink
SHIFT+F3	Paste a function into a formula
ALT+= (equal sign)	Insert the AutoSum formula
CTRL+; (semicolon)	Enter the date
CTRL+SHIFT+: (colon)	Enter the time
CTRL+’ (apostrophe)	Copy formula from cell above into active cell
CTRL+~ (tilde)	Toggles between displaying formulas & values

OTHER FUNCTION KEYS	
F1	Display help
ALT+F1 or F11	Insert a chart sheet
SHIFT+F11	Insert a new worksheet
ALT+F2 or F12	Execute the Save As command
CTRL+F4	Close the window
ALT+F4	Exit the program
ALT+F8	Display the list of macros in open windows
ALT+F11	Open Visual Basic (VBA) editor
CTRL+F12 or CTRL+O	Open an existing file
CTRL+F10	Maximize or restore the workbook window
F8	Extends a selection
ALT	Displays the pop-up key tip badges (toggle)
SHIFT+F10	Displays a shortcut menu (same as right click)

OTHER SHORTCUT KEYS	
SHIFT+INSERT	Paste clipboard contents into active cell
CTRL+0 (zero)	Hide columns
CTRL+F	Display Find & Replace dialogue box
CTRL+N	Opens a new workbook
CTRL+P	Opens Print dialogue box
CTRL+S	Saves the file
CTRL+A	Select all
CTRL+\ (back slash)	Select differences within selection
ALT+DOWN ARROW	Display Pick From List
ALT+F	Display File menu
ALT+E	Display the Edit menu
ALT+V	Display the View menu
ALT+I	Display the Insert menu
ALT+O (letter)	Display the Format menu
ALT+T	Display the Tools menu
ALT+D	Display the Data menu
ALT+W	Display the Window menu
CTRL+F1	Temporarily minimize the Ribbon (toggle)