

Excel Shortcut Keys

| Key | Description |
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| Kyle's Favorites | |
| ALT+= | AUTOSUM |
| CTRL+- | Delete Selected Row/Column |
| CTRL++ | Add Row/Column |
| CTRL+B | Bold |
| F4 | Absolute |
| F11 | Create chart based on selected data |
| F1 | Help |
| CTRL+SHIFT+1 | Applies number format |
| CTRL+K | Insert Hyperlink |
| CTRL+Z | Undo |
| Bryan's Favorites | |
| F9 | Evaluate part of a formula – my favorite! |
| CTRL+Z | Undo |
| CTRL+Y | Redo |
| CTRL+T | Displays the create table dialog box |
| CTRL+Pg Down | Switches between worksheet tabs, left to right |
| CTRL+Pg Up | Switches between worksheet tabs, right to left |
| CTRL+1 | Displays the format cells dialog box |
| CTRL+A | Selects entire worksheet |
| CTRL+F | Displays the find and replace dialog box |
| CTRL+G | Displays the Go-To dialog box |
| CTRL+W | Closes the selected workbook window |
| | Then the usual CTRL+N, +O, +P, +B, +C, +V, +X, +U, +I keyboard shortcuts that I use |
| Steve's Favorites | |
| Tab | When entering a formula, completes the function name and puts cursor inside parentheses e.g. type =SUM then hit tab, changes to =SUM(|
| CTRL+Z | Undo |
| CTRL+C | Copy |
| CTRL+X | Cut |
| CTRL+V | Paste |
| CTRL+Enter | When entering a formula, keeps the current cell selected instead of dropping down a cell |
| CTRL+Pg Down | Switch to the next worksheet . CTRL+Pg Up switches to the previous sheet |
| Shift+Arrows | Selects cells across and down the page |
| F4 | Adds absolute, relative or mixed cell references |
| F12 | Opens the Save As dialogue box |
| CTRL+S | Saves the document |
| F2 | Edit the current cell |

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| John's Favorites | |
| CTRL+T | Inserts a table in your selected range of cells |
| CTRL+* | (CTRL+Shift+8) Selects the current region/range in all directions |
| CTRL+ARROW KEYS | Moves to the last populated cell in that direction |
| CTRL+H | Find and replace |
| F9 | Audit formulas |
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| Big List of Shortcuts | |
| ARROW KEYS | Moves the selected cell one cell in the direction of the arrow. |
| LEFT ARROW or RIGHT ARROW | Selects the cell to the right or left of the current cell. Selects the tab to the left or right when the Ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu. When a Ribbon tab is selected, these keys navigate the tab buttons. |
| SHIFT+ARROW KEY | Extends the selection of cells by one cell. |
| CTRL+SHIFT+ARROW KEY | Extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell. |
| CTRL+ARROW KEY | Moves to the last populated cell in that direction |
| ESC | Exit editing a formula without saving changes. Close an open dialogue box. |
| END | Moves to the cell in the lower-right corner of the window when SCROLL LOCK is turned on. Also selects the last command on the menu when a menu or submenu is visible. |
| CTRL+END | Moves to the last cell on a worksheet , in the lowest used row of the rightmost used column. If the cursor is in the formula bar, CTRL+END moves the cursor to the end of the text. |
| CTRL+SHIFT+END | Extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, CTRL+SHIFT+END selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar. |
| END then ARROW KEYS | Press END to enter “ end mode ”. Then press any arrow key to move to that end of the data range. After pressing an arrow key, it will reset and you must push the END key again to re-enter “end mode”. |
| ENTER | Completes a cell entry from the cell or the Formula Bar, and selects the cell below. |
| ALT+ENTER | Starts a new line in the same cell. |
| CTRL+ENTER | Fills the selected cell range with the current entry. |
| SHIFT+ENTER | Completes a cell entry and selects the cell above . |
| HOME | Moves to the beginning of a row in a worksheet. |
| CTRL+HOME | Moves to the beginning of a worksheet . |
| CTRL+SHIFT+HOME | Extends the selection of cells to the beginning of the worksheet. |
| PAGE DOWN | Moves one screen down in a worksheet. |
| ALT+PAGE DOWN | Moves one screen to the right in a worksheet. |
| CTRL+PAGE DOWN | Moves to the next sheet in a workbook. |
| CTRL+SHIFT+PAGE DOWN | Selects the current and next sheet in a workbook. |

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| PAGE UP | Moves one screen up in a worksheet. |
| ALT+PAGE UP | Moves one screen to the left in a worksheet. |
| CTRL+PAGE UP | Moves to the previous sheet in a workbook. |
| CTRL+SHIFT+PAGE UP | Selects the current and previous sheet in a workbook. |
| TAB | Moves one cell to the right in a worksheet. When entering a formula, completes the function name and puts cursor inside parentheses e.g. type =SUM then hit tab, changes to =SUM(|
| SHIFT+TAB | Moves to the previous cell in a worksheet or the previous option in a dialog box. |
| CTRL+TAB | Switches to the next tab in dialog box. |
| CTRL+SHIFT+TAB | Switches to the previous tab in a dialog box. |
| FUNCTION KEYS | |
| F1 | Help |
| F2 | Edit the selected cell |
| F3 | Displays the Paste Name dialogue box (first, you have to name a cell before F3 will work) |
| F4 | Cycles through all 4 types of cell references (e.g. absolute vs. relative) |
| F5 | Displays the Go To dialogue box |
| F6 | Switches between the worksheet, Ribbon, task pane, and Zoom controls. Also, moves to the next pane in a worksheet with split panes. |
| F7 | Displays the Spelling dialog box. |
| F8 | Turns extend mode on or off. |
| F9 | Calculates the workbook when you are in manual calculation mode. |
| F10 | Turns key tips on or off. ALT does the same thing. |
| F11 | Create chart based on selected data |
| F12 | Displays Save As dialogue box |
| CONTROL KEY | |
| CTRL+F1 | Displays or hides the Ribbon |
| CTRL+F2 | Displays the Print Preview window. CTRL + P does the same thing. |
| CTRL+F4 | Closes the selected workbook window |
| CTRL+F5 | Restores the window size of the selected workbook window |
| CTRL+F6 | Switches to the next workbook window when more than one workbook window is open |
| CTRL+F7 | Performs the Move command on the workbook window when it is not maximized |
| CTRL+F8 | Performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized. |
| CTRL+F9 | Minimizes a workbook window to an icon |
| CTRL+F10 | Maximizes or restores the selected workbook window |
| CTRL+Shift+" | Copies the value from the cell above the active cell into the cell or the Formula Bar. |
| CTRL+Shift+Plus (+) | Displays the Insert dialog box to insert blank cells. |
| CTRL+Minus (-) | 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. |

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| CTRL+' | Copies a formula from the cell above the active cell into the cell or the formula bar. |
| CTRL+1 | Displays the Format Cells dialog box. |
| CTRL+2 | Applies or removes bold formatting. CTRL + B does the same thing. |
| CTRL+3 | Applies or removes italic formatting. CTRL + I does the same thing. |
| CTRL+4 | Applies or removes underlining . CTRL + U does the same thing. |
| CTRL+5 | Applies or removes striketthrough . |
| 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 | <p>Selects the entire worksheet.</p> <p>If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the entire worksheet.</p> <p>When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box.</p> <p>CTRL+Shift+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.</p> |
| CTRL+B | Applies or removes bold formatting. |
| 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+E | Adds more values to the active column by using data surrounding that column. |
| CTRL+F | <p>Displays the Find and Replace dialog box, with the Find tab selected.</p> <p>Shift+F5 also displays this tab, while Shift+F4 repeats the last Find action.</p> <p>CTRL+Shift+F opens the Format Cells dialog box with the Font tab selected.</p> |
| CTRL+G | <p>Displays the Go To dialog box.</p> <p>F5 also displays this dialog box.</p> |
| CTRL+H | Displays the Find and Replace dialog box, with the Replace tab selected. |
| CTRL+I | Applies or removes italic formatting. |
| CTRL+K | Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks. |
| CTRL+L | Displays the Create Table dialog box. |
| CTRL+N | Creates a new, blank workbook. |
| CTRL+O | <p>Displays the Open dialog box to open or find a file.</p> <p>CTRL+Shift+O selects all cells that contain comments.</p> |
| CTRL+P | <p>Displays the Print tab in Microsoft Office Backstage view.</p> <p>CTRL+Shift+P opens the Format Cells dialog box with the Font tab selected.</p> |

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| CTRL+Q | Displays the Quick Analysis options for your data when you have cells that contain that data selected. |
| CTRL+R | Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right. |
| CTRL+S | Saves the active file with its current file name, location, 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 insertion point and replaces any selection. Available only after you have cut or copied an object, text, or cell contents. CTRL+Alt+V displays the Paste Special dialog box. Available only after 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 action, if possible. |
| CTRL+Z | Uses the Undo command to reverse the last command or to delete the last entry that you typed. |