

Microsoft Excel

SHORTCUT KEYS

Sometimes it's quicker to use the keyboard rather than the mouse. Below is a listing of the most common shortcut keys used in Microsoft Excel (*for most Windows versions*).

| SHORTCUT | DESCRIPTION |
|----------------|-------------------------------------|
| Ctrl + N | Create a new blank workbook |
| Ctrl + O | Open an existing Excel file |
| Ctrl + W | Close the selected workbook |
| Ctrl + S | Save the active workbook |
| F12 | Open the Save As dialog box |
| Ctrl + Z | Undo the last action |
| Ctrl + Y | Redo the last action |
| Ctrl + A | Select the entire worksheet |
| Ctrl + C | Copy the selected cells |
| Ctrl + X | Cut the selected cells |
| Ctrl + V | Paste the contents of the clipboard |
| Ctrl + P | Print the current workbook |
| Ctrl + B | Apply or remove bold |
| Ctrl + U | Apply or remove underline |
| Ctrl + I | Apply or remove italic |
| F5 or Ctrl + G | Display Go To dialog box |
| Ctrl + F or H | Open Find or Find/Replace |
| Shift + F11 | Insert a new worksheet |
| F1 | Display Help window |
| F2 | Edit the active cell |
| Shift + F3 | Display Insert Function dialog box |
| Arrow Keys | Move one cell at a time |

| SHORTCUT | DESCRIPTION |
|-------------------|---|
| F7 | Open Spellcheck |
| F11 | Create chart from selected data |
| Tab | Move one cell to the right |
| Shift + Tab | Move one cell to the left |
| Delete | Remove selected cell contents |
| Enter | Complete a cell entry and select the cell below |
| Esc | Cancel entry in a cell or formula |
| Home | Move to beginning of a row |
| Page Down | Move one screen down |
| Page Up | Move one screen up |
| Ctrl + 1 | Display Format Cells dialog box |
| Ctrl + ` | Display cell values or formulas |
| Ctrl + + | Display Insert dialog box |
| Ctrl + Home | Move to beginning of a worksheet |
| Ctrl + End | Move to the last cell with contents |
| Shift + Spcbr | Select entire row |
| Ctrl + Spcbr | Select entire column |
| Ctrl + Shift + \$ | Apply Currency format |
| Ctrl + Shift + % | Apply Percentage format |
| Alt + = | Insert the Auto Sum formula |
| Ctrl + F1 | Hide or show the ribbon |