Microsoft excel shortcut keys

Ctrl + Shortcut keys

Shortcut-keys	Description
CTRL + A	Select All
CTRL + B	Bold
CTRL + C	Copy
CTRL + D	Fill Down
CTRL + E	Go to current errors
CTRL + F	Find
CTRL + G	Go to
CTRL + H	Replace
CTRL + I	Italic
CTRL + J	Calc Auto/Manual
CTRL + K	Insert hyperlink
CTRL + N	New Workbook
CTRL + O	Open
CTRL + P	Print
CTRL + R	Fill Right

CTRL + S	Save Workbook
CTRL + U	Underline
CTRL + V	Paste
CTRL + W	Close Window
CTRL + X	Cut
CTRL + Y	Repeat
CTRL + Z	Undo last action
CTRL + 5	Strike-through
CTRL + 9	Hide row
CTRL + 0	Hide Column
CTRL + ~	Formulas/values
CTRL + '	Copy cell above
CTRL + `	Show value/formula
CTRL + ;	Enter the date

Navigation Shortcuts

Shortcut-keys	Description
Arrows	Move
CTRL + Arrows	Go to End of Continuous Range
SHIFT + Arrows	Select A Cell Range

CTRL + SHIFT + Arrows	Highlight A Continuous Range
ALT + Tab	Switch Programs
CTRL + Pg Up/Down	Switch Worksheets
Shift + Enter	Move Up
Enter	Move below
Home	Move to Beginning of Line
ESC	Cancel
Alt + Enter (when in a cell)	Add a Line
CTRL + Home	Go to Cell A1

Function Key Shortcuts

Shortcut-keys	Description
F1	Help menu
F2	Edit Cells
F3	Paste name in function
F4	Anchor Cells
F5	Go to
F6	Next pane (if split)

F7	Spell Check
F8	Select anchor
F9	Calculate
F10	Activate menu bar
F11	Creates chart sheet
F12	Save As
ALT + F8	MACRO box
ALT + F11	Visual basic editor
SHIFT + F1	Context sensitive help
SHIFT + F2	Insert a Comment
SHIFT + F3	Function wizard
SHIFT + F5	Find Box
SHIFT + F8	Add to Selection
SHIFT + F10	Right Click
SHIFT + F11	Insert new sheet
CTRL + F3	Name a Cell
Windows Flag + D	Minimize Programs

ENTERING DATA

Shortcut-keys	Description

ALT+ENTER	Start a new line in the same cell
CTRL + DELETE	Delete text to the end of the line
SHIFT + F2	Edit a cell comment
CTRL+ENTER	Fill the selected cell range with entry
SHIFT +ENTER	Finish entry and move up in a selection
TAB	Finish entry and move right in selection
SHIFT +TAB	Finish entry and move left in selection

SELECTING CELLS

Shortcut-keys	Description
CTRL+SHIFT + *	Select current region around active cell
SHIFT+ ARROW	Extend selection by one cell
CTRL +SHIFT+ ARROW	Extend selection to last nonblank cell
SHIFT+HOME	Extend selection to start of row
CTRL+SHIFT+HOME	Extend selection to top left
CTRL+SHIFT+END	Extend selection to last cell used
CTRL+SPACEBAR	Select the entire column
SHIFT + SPACEBAR	Select the entire row
SHIFT +BACKSPACE	Only select active cell
SHIFT+ PAGE DOWN	Extend selection down one screen

SHIFT+ PAGE UP	Extend selection up one screen
END	Turn End mode on or off
END or SHIFT+ARROW KEY	Extend selection to the last nonblank cell

Formatting Shortcuts

Shortcut-keys	Description
ALT + '	Display the STYLE
CTRL + 1	FORMAT CELLS
CTRL + SHIFT + ~	General number format
CTRL + SHIFT + !	Comma and 2 decimals
CTRL + SHIFT + #	1-Jan-00 format
CTRL + SHIFT + $	Dollar format
CTRL + SHIFT + %	Percentage format
CTRL + SHIFT + &	Outline border
CTRL + SHIFT + _	Remove outline border
CTRL + SHIFT + @	1/1/1900 0:00 AM format
CTRL + SHIFT + ^	.# # E + 02 format
CTRL + SHIFT + ENTER	Enter array formula
CTRL + SHIFT + *	Selects current region

ALT + E + S + T	Copy Format
ALT + H + 0	Increase Decimal
ALT + H + 9	Decrease Decimal
CTRL + SHIFT + 7	Boxing
ALT + O + C + A	Fit Column Width
ALT + H + O + R	Change Tab Name
ALT + W + F	(Un)Split Panes
ALT + W + S	(Un)freeze windows
SHIFT + CTRL + #	Date Format
SHIFT + CTRL + $	$ Dollar Format
SHIFT + CTRL + %	% Percentage Format
ALT + "="	Sum Function

Columns & Rows Shortcuts

Shortcut keys	Description
CTRL + 9	Hide Row
SHIFT + CTRL + 9	Unhide Row
CTRL + 0	Hide Column
SHIFT + CTRL + 0	Unhide Column
SHIFT + Spacebar	Highlight Row

CTRL + Spacebar	Highlight Column
SHIFT + CTRL + Plus sign	Insert Blank Cells
CTRL + Minus Sign	Delete Selected Cells
SHIFT + ALT + Left Arrow	Group Rows/Columns
SHIFT + ALT + Right Arrow	Ungroup Rows/Columns

SPECIAL KEYS

Shortcut keys	Description
CTRL + [	Select cells referred to by formula
CTRL+ SHIFT+ {	Select all cells that are directrly or indirectly referred to by formulas
cell CTRL +]	Select only cells with formulas that refer directly to the active
CTRL + SHIFT+ }	Select only cells with formulas that refer directly or indirectly to the active cell
ATL+PAGE DOWN/UP	One screen right or left