

# Excel Keyboard Shortcuts

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## **File Management**

<Ctrl> + <O>	Open a workbook
<Ctrl> + <W>	Close a workbook
<Ctrl> + <N>	Create a new workbook
<Ctrl> + <S>	Save a workbook
<Ctrl> + <P>	Print a workbook
<Ctrl> + <F>	Find text
<Ctrl> + <H>	Replace text
<Alt> + <F4>	Quit Excel
<Ctrl> + <Z>	Undo an action
<Ctrl> + <Y>	Redo or repeat an action
<F7>	Spell Check
<Esc>	Cancel a menu or dialog box action
<Ctrl> + <F9>	Minimizes a workbook window
<Ctrl> + <0>	Hide selected columns
<Ctrl> + <Shift> + <0>	Unhide any hidden columns selected
<Shift> + <F1>	Insert a new worksheet.
<Enter>	Perform the command
<Esc>	Cancel the command

## **Moving Around**

<Left Arrow>	One cell or one character to the left
<Right Arrow>	One cell or one character to the right
<Up Arrow>	One row up
<Down Arrow>	One row down
<Ctrl> + <Page Down>	Move to the next worksheet
<Ctrl> + <Page Up>	Move to the previous worksheet
<Ctrl> + <Left Arrow>	Beginning of row
<Ctrl> + <Right Arrow>	Last cell on row
<Home>	Moves to the beginning of a row
<Ctrl> + <Up Arrow>	Moves to top cell in column
<Ctrl> + <Spacebar>	Selects the entire column.
<Shift> + <Spacebar>	Selects the entire row.
<Ctrl> + <A>	Selects the entire worksheet
<Shift> + <Backspace>	With multiple cells selected, select only the active cell
<Ctrl> + <Shift> + <Spacebar>	With an item selected, select all similar items on the worksheet
<Ctrl> + <Down Arrow>	Moves to bottom cell in column
<Ctrl> + <End>	Moves to the last cell with text in it
<Ctrl> + <Home>	Moves to first row and first column of worksheet
<Shift> + <F4>	Moves to first row and first column of worksheet

## **Selecting Text**

<Shift> + <Right Arrow>	Highlights one cell to the right
<Shift> + <Left Arrow>	Highlights one cell to the left
<Ctrl> + <Shift> + <Right Arrow>	Highlights to the end of a row
<Ctrl> + <Shift> + <Left Arrow>	Highlights to the row
<Shift> + <Up Arrow>	Highlights one cell up
<Shift> + <Down Arrow>	Highlights one cell down

**Delete and Copy**

<Backspace>	Delete one character to the left
<Delete>	Delete one character to the right
<Ctrl> + <Delete>	Delete one word to the right
<Ctrl> + <X>	Cut selected object
<Ctrl> + <C>	Copy selected object
<Ctrl> + <V>	Paste cut or copied object
<Ctrl> + <Z>	Undo the last action

**Formatting**

<Ctrl> + <Shift> + <F>	Change font
<Ctrl> + <Shift> + <P>	Change font size
<Ctrl> + <1>	Display the Format Cells dialog box
<Alt> + <'>	Display Style dialog box
<Ctrl> + <B>	Toggle bold formatting
<Ctrl> + <I>	Toggle italic formatting
<Ctrl> + <U>	Toggle underlining
<Ctrl> + <5>	Toggle strikethrough

**Entering Data**

<Enter>	Completes a cell entry and moves to the cell below
<Alt> + <Enter>	With the cell selected, starts a new line in the same cell
<Shift> + <Enter>	Complete a cell entry and move to the cell above
<Tab>	Complete a cell entry and move to the next cell
<Shift> + <Tab>	Complete a cell entry and move to the previous cell
<Esc>	Cancel a cell entry
<Ctrl> + <F3>	Define a name
<Ctrl> + <Shift> + <F3>	Creates a name using row and column labels
<Ctrl> + <D>	Fill down
<Ctrl> + <R>	Fill to the right
<Ctrl> + <K>	Creates a hyperlink
<Enter> + <Cell with hyperlink>	Activate a hyperlink
<Ctrl> + < ; >	Enter the date.
<Ctrl> + <Shift> + ( : )	Enter the time.
<Alt> + <Down Arrow>	Displays drop-down list of the values in the current column of a list
<Ctrl> + <Z>	Undo the last action
<Ctrl> + <Y>	Redo the last action
<F2>	Edit cell.

**Formulas**

<Alt> + <=>	Insert an AutoSum formula with the SUM function
<Ctrl> + <Shift> + <">	Copy the value from the cell above the active cell into the cell
<Ctrl> + <'>	Copies a formula from the cell above the active cell into the cell
<Ctrl> + <'>	Toggles view of cell values and cell formula
<F9>	Forces calculation of formula in all worksheets in all open workbooks
<Shift> + <F9>	Recalculates the active worksheet
<Ctrl> + <Alt> + <F9>	Recalculate all worksheets in open workbooks

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