

Miscellaneous

Press	To
F4 or Ctrl + Y	Repeat last action
Ctrl + F3	Define a name
Shift + F2	Edit /Insert a comment
Ctrl + P	Display the Print menu
Shift + F10	Display the shortcut menu
Ctrl + F9	Minimize the active workbook
Ctrl + F10	Maximize or restore the active workbook
Ctrl + A	Display the formula palette (after you type a valid formula name)
Ctrl + Shift + A	Insert the argument names and parentheses for a function (after you type a valid formula name)

Excel Shortcut Key Matrix

	Function Key Only	Shift + Function Key	Ctrl + Function Key	Alt + Function Key	Ctrl + Shift + Function Key	Alt + Shift + Function Key
F1	Display Help	Display What's This		Insert Chart		Insert Worksheet
F2	Edit Mode	Insert/Edit Comment		Save As		Save
F3	Paste Name (in formula)	Paste Function	Define Name		Create Names	
F4	Repeat Last Action	Find Next	Close Window	Exit	Close Window	Exit
F5	Go To	Find	Restore Window			
F6	Next Pane (split window)	Previous Pane (split window)	Next Workbook		Previous Workbook	
F7	Spell Check		Move Window			
F8	Extend Mode	Add to Selection	Resize Window	Macro (dialog window)		
F9	Calculate (all sheets)	Calculate (active sheet)	Minimize Workbook			
F10	Menu Bar Activate	Display Shortcut Menu	Restore Window			
F11	Create Chart	Insert Worksheet	Insert Macro Sheet	Display VBA Editor		
F12	Save As	Save	Open		Print	

Note: Shortcuts that appear lighter are less beneficial to most users.

Note: Look up **Shortcut** in On-Line Help for additional shortcut keys (e.g., Print Preview shortcuts, Data Form shortcuts, AutoFilter shortcuts, Pivot Table shortcuts, Outline shortcuts, Toolbar shortcuts, and Dialog Window shortcuts).

Excel Keyboard Shortcuts

Navigation

Press	To Move
Arrow Keys	One cell in given direction
Ctrl + Arrow Key	To the edge of current data region
Enter / Shift + Enter	One cell down / up
Tab / Shift + Tab	One cell right / left
Home	To the beginning of current row
Ctrl + Home	To the beginning of worksheet
Ctrl + End	To the end of worksheet (intersection of last row and column used)
Page Down / Up	One screen down / up
Alt + Page Down / Alt + Page Up	One screen right / left
Ctrl + Page Down / Page Up	To the next / previous sheet
F6 / Shift + F6	To the next / previous pane (in a split worksheet)
Ctrl + F6 / Ctrl + Shift + F6	To the next / previous workbook
Ctrl + Backspace	To the active cell (to display the active cell)
Ctrl + .	Move clockwise to the corners of the selected range
Ctrl + Alt + Right / Left Arrow	Move right / left between nonadjacent selections

Selection

Press	To Select
Shift + Arrow Keys	One cell in given direction
Ctrl + Shift + Arrow Keys	To the edge of current data region
Ctrl + Spacebar	Current column
Shift + Spacebar	Current row
Ctrl + Shift + *	Current region (contiguous rows/columns)
Alt + Semicolon	Only visible cells
Shift + Home	To the beginning of the row (from the active cell)
Ctrl + Shift + Home	To the beginning of the sheet (from the active cell)
Ctrl + Shift + End	To the end of the sheet (from the active cell)
Ctrl + A	The entire worksheet
Ctrl + Shift + O	Cells with comments

Data Entry

Press	To
Enter, Tab or Arrow Keys	Complete a cell entry
Esc	Cancel data entry or editing
F2	Change to Edit Mode (in the active cell)
Ctrl + ;	Insert the current date
Ctrl + Shift + :	Insert the current time
Ctrl + K	Insert a hyperlink
Ctrl + ' or Ctrl + Shift + "	Copy the value from the cell above
Alt + down arrow	Display the AutoComplete list (unique values in column)
Alt + Enter	Start a new line in a cell
Ctrl + D	Fill down (after a range is selected)
Ctrl + R	Fill right (after a range is selected)
Ctrl + Enter	Fill the selected range with the current entry
'	Designate a number as text

Formulas

Press	To
= (equal sign)	Start a formula
Alt + = (equal sign)	Insert the AutoSum function
F3	Paste a name into a formula
F9	Calculate all sheets in workbook
Shift + F9	Calculate the active sheet
Ctrl + ~ (tilde)	Toggle between displaying formulas and values
Ctrl + Shift + Enter	Enter the formula as an array

Editing

Press	To
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + -	Delete cells
Ctrl + Shift + +	Insert cells
Delete	Clear the contents of the selected cell(s)
Backspace / Delete	Delete the character to the left / right of the insertion point (while in edit mode)
Ctrl + Delete	Delete to the end of the line (from the insertion point)

Formatting

Press	To
Ctrl + 1	Display the Format Cells dialog window
Ctrl + Shift ~ (tilde)	Apply General number formatting
Ctrl + Shift + \$	Apply Currency formatting
Ctrl + Shift + !	Apply Number formatting (two decimals, thousands separator)
Ctrl + Shift + %	Apply Percent formatting (no decimals)
Ctrl + Shift + ^	Apply Exponential formatting (no decimals)
Ctrl + Shift + #	Apply Date formatting (d-m-yy)
Ctrl + Shift + @	Apply Time formatting
Ctrl + Shift + &	Apply outline border
Ctrl + Shift + _	Remove all borders
Ctrl + B	Apply or remove bold formatting
Ctrl + I	Apply or remove italic formatting
Ctrl + U	Apply or remove underline formatting
Ctrl + 5	Apply or remove strikethrough formatting
Ctrl + 9	Hide rows
Ctrl + Shift + (Unhide rows
Ctrl + 0 (zero)	Hide columns
Ctrl + Shift +)	Unhide columns

Select Chart Items

Press	To Select
Down / Up Arrow	The previous / next group of items
Right / Left Arrow	The next / previous item within the group