

Time-saving shortcuts from:

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The Software Pro® Microsoft Excel **Keyboard Shortcuts**



Workbook Management Keys

Action	Key
New	Ctrl + N
Open	Ctrl + O
Close	Ctrl + W or $Ctrl$ + $F4$
Save	Ctrl + S
Save As	F12
Print Preview	Ctrl + F2
Print	Ctrl + P
Exit	Alt + F4 *

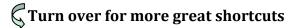
Editing Kevs

Inserts new worksheet Edit active cell Edit active cell Undo Ctrl + Z Repeat Ctrl + Y Cut Copy Ctrl + C Paste Paste Ctrl + Shift + F1 Find Ctrl + F Replace Ctrl + F Replace Ctrl + H Create SUM function Fill down (copy from cell above) Fill right Add current date Add current time Edits a cell note Insert Function Insert table Insert table Filter on/off Name Manager Create from selection Insert cells Displays Insert dialog box Edit + Sinth + F3 Hides the selected rows Hides the selected rows Unhides hidden rows in selection Unhides hidden columns in selection Calculate all worksheet New note	Action Key		
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Calculate all worksheets in all open workbooks Calculate active worksheet Shift + F9	Unhides hidden columns in	(Ctrl) + ()	
open workbooks Calculate active worksheet Shift + F9			
Calculate active worksheet Shift + F9	Calculate all worksheets in all	F9	
New note Shift + F2	Calculate active worksheet	Shift + F9	
	New note	Shift + F2	

Selecting in a Worksheet

Author	IV.
Action	Key
Click at beginning of range with	Click, Shift, Click
mouse, Shift, click at end of range	
Selects entire column	Ctrl + Spacebar
Selects entire row	Shift + Spacebar
Selects entire worksheet	Ctrl + A
Selects current region if contains	
data; press Ctrl + A a 2 nd time to	
select entire worksheet	
Selects current region around	Ctrl + *
active cell	
In a PivotTable, selects entire	Ctrl + *
PivotTable	
Extends selection by one cell	Shift + ARROW key
Extends selection to the edge of	Ctrl + Shift + ARROW
the current data region	key
in the direction of the arrow	
Extends selection to the beginning	Shift + Home
of the row	
Extends selection to the beginning	Ctrl + Shift + Home
of the worksheet	
Extends selection to the last cell in	Ctrl + Shift + End
your worksheet	
Extends selection down	Shift + PageDown
one screen	
Extends selection up one screen	Shift + Page Up
Select as group your current and	Ctrl + Shift + PageDown
next sheet(s) in a workbook	
Select as group your current and	Ctrl + Shift + Page Up
previous sheet(s) in a workbook	
Allows for multiple selection of	Ctrl
non-contiguous cells	
Turns Extend Selection mode on	F8
or off. Use key combinations to	
select cells	
Add non-adjacent cell or range	Shift + F8
to a selection of cells by using	
arrow keys	
Collapses selection to the	(Shift) + (Bksp)
active cell	
Selects all cells with notes	Ctrl + Shift + O

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Microsoft Excel Keyboard Shortcuts

Moving in a Worksheet

Action	Key
Move by one cell in the direction	$\leftarrow \rightarrow \uparrow \downarrow$
of the arrow	
Beginning of the row	Home
Beginning of the worksheet	Ctrl + Home
Last cell in your worksheet	Ctrl + End
Down one screen	PageDown
Up one screen	Page Up
Right one screen	Alt + PageDown
Left one screen	Alt + Page Up
Next sheet in the workbook	Ctrl + PageDown
Previous sheet in the workbook	Ctrl + Page Up
Up or down to the edge of current	Ctrl + ↑ or Ctrl + ↓
data region	
Left or right to the edge of current	Ctrl + ← or Ctrl + →
data region	
Go To specified cell or range	F5 or Name box or
	Ctrl + G
Go To specific types of data with	F5 or Name box or
Special	Ctrl + G, Special
Moves among unlocked cells in a	Tab
protected worksheet	
Switch between the worksheet,	F6
Ribbon, task pane, and Zoom	Shift + F6 to reverse
controls	

Formatting	Keys
	K

Action	Key
Format Cells (dialog box)	Ctrl + 1
Font (Font dialog box)	Ctrl + Shift + F
Point size (Font dialog box)	Ctrl + Shift + P
Bold (adds or removes)	Ctrl + B or Ctrl + 2
Italics (adds or removes)	Ctrl + I or Ctrl + 3
Underline (adds or removes)	Ctrl + U or Ctrl + 4
Strikethrough (adds or removes)	Ctrl + 5
Date format with D-MMM-YY	Ctrl + #
Number format with 2 decimal	Ctrl + !
places, thousands separator, and	
minus sign (-) for negative values	
Currency format with 2 decimal	Ctrl + \$
places (negative values in	
parentheses)	
Percent Style	Ctrl + %
Applies the outline border to the	Ctrl + &
selected cells	
Removes the outline border from	Ctrl + _
the selected cells	
Increase indent	Ctrl + Alt + Tab *
Decrease indent	Ctrl + Alt + Shift +
	Tah *

Helpful Function Keys

Action	Key
Activate main menu	F10 or Alt
Activate shortcut menu	Shift + F10
Close active workbook	Ctrl + F4
Close Excel	Alt + F4 *
Create chart (in a chart sheet)	F11
from selection	
Create chart (embedded)	Alt + F1 *
from selection	
Displays Macro dialog box	Alt + F8 *
Help	F1
Maximize workbook window	Ctrl + F10
Next workbook window	Ctrl + F6
Open (also Ctrl + O)	Ctrl + F12
Opens Visual Basic Editor	Alt + F11 *
Previous workbook window	Ctrl + Shift + F6
Print (also Ctrl + P)	Ctrl + Shift + F12
Refresh PivotTable	Alt + F5 *
Repeat previous command	F4
Save (also Ctrl + S)	Shift + F12
Save As	F12
Spelling	F7
Thesaurus	Shift + F7

Additional Handy Shortcuts

Additional Handy Shorteats		
Action	Key	
Zoom In	Ctrl + Alt + = *	
Zoom Out	Ctrl + Alt + - *	
Cancel	Esc	
Display formulas on/off	Ctrl + (grave	
	accent or back quote)	
Begin new line (same cell)	Alt + Enter	
Expand/collapse formula bar	Ctrl + Shift + U	
Show/hide Ribbon	Ctrl + F1	
Open drop-down of AutoComplete	Alt + ↓	
list of choices		
Copies formula in selected cell to	Ctrl + Enter	
all other selected cells		
Search (Tell Me)	Alt + Q *	
Excel Data Analysis	Ctrl + Q	
·	·	

^{*} As the Alt key is also used to access the Excel Ribbon, these shortcuts work best when the keys are pressed simultaneously.