

# MICROSOFT EXCEL KEYBOARD SHORTCUTS

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| KEYS FOR SELECTING TEXT AND OBJECTS                           |   | KEYS FOR EDITING DATA                           |  |
|---|---|---|--|
| SHIFT+ARROW   | Extend selection by one cell  | F2  | Edit the active cell   |
| CTRL+SHIFT+* (asterisk)                                       | Select the entire current region  | F3  | Paste a defined name into a formula  |
| CTRL+SHIFT+ARROW  | Extend selection to last nonblank cell in same column or row                        | CTRL+A  | Display the Formula Palette after you type a function name in a formula                |
| SHIFT+HOME  | Extend selection to beginning of row  | CTRL+SHIFT+A                                    | Insert the argument names & parentheses for a function, after you type a function name |
| CTRL+SHIFT+HOME   | Extend selection to beginning of worksheet  | F7  | Display the Spelling dialog box  |
| CTRL+SHIFT+END  | Extend selection to last used cell on worksheet                                     | <b>KEYS FOR ENTERING DATA ON A WORKSHEET</b>    |  |
| SHIFT+SPACEBAR  | Selects the entire row  | ALT+ENTER                                       | Start a new line in the same cell  |
| CTRL+SPACEBAR   | Selects the entire column   | CTRL+ENTER                                      | Fill the selected cell range with current entry  |
| CTRL+A  | Select the entire worksheet   | TAB   | Complete a cell entry and move to the right  |
| SHIFT+BACKSPACE   | Select only the active cell when multiple cells are selected                        | SHIFT+TAB                                       | Complete a cell entry and move to the left   |
| SHIFT+PAGE DOWN   | Extend the selection down one screen  | CTRL+DELETE                                     | Delete text to the end of the line   |
| SHIFT+PAGE UP   | Extend the selection up one screen  | CTRL+Z  | Undo the last action   |
| SHIFT+F8  | Toggle to add another range of cells to the selection without holding down CTRL key | CTRL+Y or F4                                    | Repeat the last action   |
| END, SHIFT+HOME   | Extend the selection to the last cell used on the worksheet                         | SHIFT+F2  | Edit or enter a cell comment   |
| END, SHIFT+ARROW  | Extend the selection to the last nonblank cell in the same column or row            | CTRL+SHIFT+F3                                   | Create names from row and column labels  |
| CTRL+SHIFT+O (letter o)                                       | Selects all cells with comments   | CTRL+D  | Fill down  |
| ALT+; (semicolon)   | Selects only visible cells in the current selection                                 | CTRL+R  | Fill to the right  |
| <b>KEYS FOR MOVING &amp; SCROLLING IN A WORKSHEET OR BOOK</b> |   | CTRL+F3   | Define a name  |
| CTRL+ARROW  | Move to the edge of current data region   | <b>KEYS FOR WORKING IN CELLS OR FORMULA BAR</b> |  |
| HOME  | Move to the beginning of the row  | CTRL+K  | Insert a hyperlink   |
| CTRL+HOME   | Move to the beginning of the worksheet  | SHIFT+F3  | Paste a function into a formula  |
| CTRL+END  | Move to the last cell on the worksheet  | ALT+= (equal sign)                              | Insert the AutoSum formula   |
| ALT+PAGE DOWN   | Move one screen to the right  | CTRL+; (semicolon)                              | Enter the date   |
| ALT+PAGE UP   | Move one screen to the left   | CTRL+SHIFT+: (colon)                            | Enter the time   |
| CTRL+PAGE DOWN  | Move to the next sheet in the workbook  | CTRL+~ (tilde)                                  | Toggle between displaying formulas & values  |
| CTRL+PAGE UP  | Move to the previous sheet in workbook  | CTRL+' (apostrophe)                             | Copy formula from cell above into active cell  |
| F6  | Move to next pane in split workbook   | <b>OTHER FUNCTION KEYS</b>                      |  |
| CTRL+BACKSPACE  | Scroll to display the active cell   | F1  | Display help   |
| CTRL+SHIFT+" (quote)  | Copy the value from the cell above active cell                                      | ALT+F1 or F11                                   | Insert a chart sheet   |
| F5  | Display the Go To dialog box  | SHIFT+F11                                       | Insert a new worksheet   |
| TAB   | Move between unlocked cells on a protected worksheet                                | ALT+F2 or F12                                   | Execute Save As command  |
| CTRL+. (period)   | Move to corners of Current Region when it is selected                               | CTRL+F4   | Close the Window   |
| <b>KEYS FOR FORMATTING DATA</b>                               |   | ALT+F4  | Exit the program   |
| ALT+' (apostrophe)  | Display the style dialog box  | ALT+F8  | Display list of macros in open workbooks   |
| CTRL+1  | Display the Format Cells dialog box   | ALT+F11   | Open Visual Basic (VBA) editor   |
| CTRL+SHIFT+~ (tilde)  | Apply the General number format   | CTRL+F12 or CTRL+O                              | Open an existing file  |
| CTRL+SHIFT+\$   | Apply the Currency format with 2 decimals   | CTRL+F10  | Maximize or restore the workbook window  |
| CTRL+SHIFT+%  | Apply the Percentage format with 2 decimals   | F8  | Extends a selection  |
| CTRL+SHIFT+#  | Apply the Date format with day, month, & year                                       | F10   | Makes the menu bar active  |
| CTRL+SHIFT+!  | Apply the Number format with 2 decimals   | SHIFT+F10                                       | Displays a shortcut menu   |
| CTRL+SHIFT+&  | Apply the outline border  | <b>OTHER SHORTCUT KEYS</b>                      |  |
| CTRL+B  | Apply or remove bold formatting   | SHIFT+INSERT                                    | Paste clipboard contents into active cell  |
| CTRL+I  | Apply or remove italic formatting   | CTRL+0 (zero)                                   | Hide columns   |
| CTRL+U  | Apply or remove an underline  | CTRL+F  | Display Find & Replace dialogue box  |
| CTRL+SHIFT+@  | Apply the Time format with the hour and minute                                      | CTRL+N  | Opens a new workbook   |
| CTRL+9  | Hide rows   | CTRL+P  | Opens Print dialogue box   |
| CTRL+SHIFT+(  | Unhide rows   | CTRL+S  | Saves the file   |
| CTRL+0 (zero)   | Hide columns  | CTRL+A  | Select all   |
| CTRL+SHIFT+)  | Unhide columns  | CTRL+/ (forward slash)                          | Select differences within selection  |
| CTRL+7  | Show or hide the Standard toolbar   | ALT+DOWN ARROW                                  | Display Pick From List   |
| <b>KEYS FOR CUTTING, COPYING, AND PASTING DATA</b>            |   | ALT+F   | Display File menu  |
| CTRL+C  | Copy  | ALT+E   | Display the Edit menu  |
| CTRL+X  | Cut   | ALT+V   | Display the View Menu  |
| CTRL+V  | Paste   | ALT+I   | Display the Insert menu  |
|   |   | ALT+O (letter)                                  | Display the Format menu  |
|   |   | ALT+T   | Display the Tools menu   |
|   |   | ALT+D   | Display the Data menu  |
|   |   | ALT+W   | Display the Window menu  |
|   |   | ALT+H   | Display the Help menu  |