

Microsoft Excel®

Keyboard Shortcuts

Working with Spreadsheets	
Action	Press
New workbook	CTRL+N
Open workbook	CTRL+O
Close current workbook	CTRL+W
Print	CTRL+P
Save	CTRL+S
Save As	F12
Help	F1
Paste name	F3
Go To	F5
Create chart of selected data	F11
Copy cell/value from cell above	CTRL+'
Enter current date	CTRL+;
Enter current time	CTRL+:
Wrap entry in cell	ALT+ENTER

Navigating in Spreadsheets	
Action	Press
Down one cell	ENTER, ↓
Up one cell	SHIFT+ENTER, ↑
One cell to left	←, SHIFT+TAB
One cell to right	→, TAB
Beginning of worksheet	CTRL+HOME
Last used cell of worksheet	CTRL+END
Beginning of row	HOME
Left edge of current cell area	CTRL or END+←
Right edge of current cell area	CTRL or END+→
Top edge of current cell area	CTRL or END+↑
Bottom edge of current cell area	CTRL or END+↓
Move active cell clockwise to corners of selected area	CTRL+ PERIOD
Up one screen	PAGE UP
Down one screen	PAGE DOWN
Right one screen	ALT+PAGE DOWN
Left one screen	ALT+PAGE UP
Next worksheet	CTRL+PAGE DOWN
Previous worksheet	CTRL+PAGE UP
Switch to next pane in split worksheet	F6

Copying/Deleting Text and Objects	
Action	Press
Cut selected cell/cell range	CTRL+X
Copy selected cell/cell range	CTRL+C
Paste selected cell/cell range	CTRL+V
Delete character to the left	BACKSPACE
Delete character to the right	DELETE
Undo	CTRL+Z
Redo	CTRL+Y

Working with Formulas	
Action	Press
Begin formula	= (equal sign)
Cancel formula bar cell entry	ESC
AutoSum	ALT+ = (equal sign)
Switch between absolute/relative referencing	F4
Switch between cell value and formula display	CTRL+~
Calculate worksheets in all open workbooks	F9
Calculate all worksheets in all open workbooks	CTRL+ALT+F9
Calculate all cells in all open workbooks	CTRL+ALT+SHIFT+F9
Enter formula as an array formula	CTRL+SHIFT+ENTER

Formatting	
Action	Press
Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U
General number format	CTRL+ SHIFT+~
Comma format e.g. 1,000.00	CTRL+SHIFT+!
Time format e.g. 12:00 AM	CTRL+SHIFT+@
Date format e.g. 1-Dec-10	CTRL+SHIFT+#
Currency format e.g. \$1,000.00	CTRL+SHIFT+\$
Percentage format e.g. 50%	CTRL+SHIFT+%
Exponential format e.g. 1.00E+03	CTRL+SHIFT+^
Open Format Cells dialog box	CTRL+SHIFT+F