



General Program Shortcuts

- Ctrl+N: Create a new workbook
- Ctrl+O: Open an existing workbook
- Ctrl+S: Save a workbook
- F12: Open the Save As dialog box
- Ctrl+W: Close a workbook
- Ctrl+F4: Close Excel
- F4: Repeat the last command or action. For example, if the last thing you typed in a cell is “hello,” or if you change the font color, clicking another cell and pressing F4 repeats that action in the new cell.
- Shift+F11: Insert a new worksheet
- Ctrl+Z: Undo an action
- Ctrl+Y: Redo an action
- Ctrl+F2: Switch to Print Preview
- F1: Open the Help pane
- Alt+Q: Go to the “Tell me what you want to do” box
- F7: Check spelling
- F9: Calculate all worksheets in all open workbooks
- Shift+F9: Calculate active worksheets
- Alt or F10: Turn key tips on or off
- Ctrl+F1: Show or hide the ribbon
- Ctrl+Shift+U: Expand or collapse the formula bar
- Ctrl+F9: Minimize the workbook window
- F11: Create a bar chart based on selected data (on a separate sheet)
- Alt+F1: Create an embedded bar chart based on select data (same sheet)

- Ctrl+F: Search in a spreadsheet, or use Find and Replace
- Alt+F: Open the File tab menu
- Alt+H: Go to the Home tab
- Alt+N: Open the Insert tab
- Alt+P: Go to the Page Layout tab
- Alt+M: Go to the Formulas tab
- Alt+A: Go to the Data tab
- Alt+R: Go to the Review tab
- Alt+W: Go to the View tab
- Alt+X: Go to the Add-ins tab
- Alt+Y: Go to the Help tab
- Ctrl+Tab: Switch between open workbooks
- Shift+F3: Insert a function
- Alt+F8: Create, run, edit, or delete a macro
- Alt+F11: Open the Microsoft Visual Basic For Applications Editor

Moving Around in a Worksheet or Cell

- Left/Right Arrow: Move one cell to the left or right
- Ctrl+Left/Right Arrow: Move to the farthest cell left or right in the row
- Up/Down Arrow: Move one cell up or down
- Ctrl+Up/Down Arrow: Move to the top or bottom cell in the column
- Tab: Go to the next cell
- Shift+Tab: Go to the previous cell
- Ctrl+End: Go to the most bottom right used cell
- F5: Go to any cell by pressing F5 and typing the cell coordinate or cell name.
- Home: Go to the leftmost cell in the current row (or go to the beginning of the cell if editing a cell)
- Ctrl+Home: Move to the beginning of a worksheet
- Page Up/Down: Move one screen up or down in a worksheet
- Alt+Page Up/Down: Move one screen to the right or left in a worksheet
- Ctrl+Page Up/Down: Move to the previous or next worksheet

Selecting Cells

- Shift+Left/Right Arrow: Extend the cell selection to the left or right
- Shift+Space: Select the entire row
- Ctrl+Space: Select the entire column
- Ctrl+Shift+Space: Select the entire worksheet

Editing Cells

- F2: Edit a cell
- Shift+F2: Add or edit a cell comment
- Ctrl+X: Cut contents of a cell, selected data, or selected cell range
- Ctrl+C or Ctrl+Insert: Copy contents of a cell, selected data, or selected cell range
- Ctrl+V or Shift+Insert: Paste contents of a cell, selected data, or selected cell range
- Ctrl+Alt+V: Open the Paste Special dialog box
- Delete: Remove the contents of a cell, selected data, or selected cell range
- Alt+Enter: Insert a hard return within a cell (while editing a cell)
- F3: Paste a cell name (if cells are named in the worksheet)
- Alt+H+D+C: Delete column
- Esc: Cancel an entry in a cell or the formula bar
- Enter: Complete an entry in a cell or the formula bar

Formatting Cells

- Ctrl+B: Add or remove bold to the contents of a cell, selected data, or selected cell range
- Ctrl+I: Add or remove italics to the contents of a cell, selected data, or selected cell range
- Ctrl+U: Add or remove underline to the contents of a cell, selected data, or selected cell range
- Alt+H+H: Select a fill color
- Alt+H+B: Add a border
- Ctrl+Shift+&: Apply outline border

- Ctrl+Shift+_ (Underline): Remove outline border
- Ctrl+9: Hide the selected rows
- Ctrl+0: Hide the selected columns
- Ctrl+1: Open the Format Cells dialog box
- Ctrl+5: Apply or remove strikethrough
- Ctrl+Shift+\$: Apply currency format
- Ctrl+Shift+%: Apply percent format