

EXCEL SHORTCUTS KEYS

Workbook Management			
New Workbook	Ctrl-N	Insert Argument Names	Ctrl-Shift-A
Open Workbook	Ctrl-O	Display the Function Wizard	Shift-F3
	Ctrl-F12	Display the Function Wizard (for the function in the current formula)	Ctrl-A
Save As	Alt-Ctrl-F2	Paste a Name into a Formula	F3
Close Workbook	F12		
Print Workbook	Ctrl-F4		
	Ctrl-P		
	Ctrl-Shift-F12		
Print Preview		Cursor Movement	
Move to First Page	Ctrl-↑	Start of Worksheet	Ctrl-Home
	Ctrl-←	End of Worksheet	Ctrl-End
Move to Last Page	Ctrl-↓	Start of Line	Home
	Ctrl-→	Next Cell	Tab
Move to Previous Page	Page Up	Previous Cell	Shift-Tab
Move to Next Page	Page Down	Down a Screen	Page Down
		Up a Screen	Page Up
		Right a Screen	Alt-Page Down
		Left a Screen	Alt-Page Up
		Next Sheet	Ctrl-Page Down
		Previous Sheet	Ctrl-Page Up
		Go To	Ctrl-G
			F5
		Left of Current Region	Ctrl-←
		Bottom of Current Region	Ctrl-↓
		Top of Current Region	Ctrl-→
		Right of Current Region	Shift-Return
		Right Through a Selection	Tab
		Left Through a Selection	Shift-Tab
		To Next Corner of Selection	Ctrl-.(period)
		Right to Nonadjacent Selection	Ctrl-Alt-→
		Left to Nonadjacent Selection	Ctrl-Alt-←
		Scroll to Display Active Cell	Ctrl-Backspace
		Move by One Block of Data	End, Cursor Keys
		Last Cell in Worksheet	End, Home
		Last Cell in Row	End, Return
Selection Techniques		Worksheet Structure	
Whole Column	Ctrl-Spacebar	Insert Blank Cells	Ctrl-Shift-+
Whole Row	Shift-Spacebar	Insert a New Worksheet	Shift-F11
Whole Worksheet	Ctrl-A	Insert a New Chart Sheet	F11
Current Region	Ctrl-Shift-*	Insert a New Excel 4 Macro Sheet	Ctrl-F11
Collapse Selection to Current Cell	Shift-Backspace	Hide Rows	Ctrl-9
Selects All Objects on a Sheet	Ctrl-Shift-Space	Unhide Rows	Ctrl-Shift-(
Start Selection	Shift-Cursor Keys	Hide Columns	Ctrl-0 (zero)
Turn Extend Mode On or Off	F8	Unhide Columns	Ctrl-Shift-)
Turn Add Mode On or Off	Shift-F8	Delete Selection	Ctrl-(minus)
Select All Cells Containing Notes	Ctrl-Shift-?		
Select Range around Active Cell	Ctrl-Shift-*		
Select Visible Cells in Selection	Alt-;		
Select Cells directly referred to by Formulae in Selection	Ctrl-[
Select Cells directly/indirectly referred to by Formulae in selection	Ctrl-Shift-{		
Select Cells with Formulae directly referring to Active Cell	Ctrl-]		
Select Cells with Formulae directly or indirectly referring to Active Cell	Ctrl-Shift-}		
Select Cells different from Comparison Cell (Row)	Ctrl-\		
Select Cells different from Comparison Cell (Column)	Ctrl-Shift-		
Select Array of Active Cell	Ctrl-/		
Entering Data		Text Editing	
Fill Selection Current Entry	Ctrl-Return	Edit a Cell	F2
Enter Formula as an Array	Ctrl-Shift-Return	Delete Text to end of Cell	Ctrl-Delete
Insert AutoSum Formula	Alt-=	Cut Selected Cells	Ctrl-X
Convert References to Absolute	F4		Shift-Delete
		Copy Selected Cells	Ctrl-C
		Paste Cells	Ctrl-Insert
			Ctrl-V

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Undo	Shift-Insert Ctrl-Z	Calculate All Sheets	F9
Repeat	Alt-Backspace F4	Calculate Active Sheet	Ctrl-=
Find	Ctrl-Y Alt-Return	Working with Panes and Windows	
Find Next	Ctrl-F	Next Pane	F6
Find Previous	Shift-F4	Previous Pane	Shift-F6
Replace	Ctrl-Shift-F4	Next Workbook Window	Ctrl-F6
Fill Down	Ctrl-H	Previous Workbook Window	Ctrl-Shift-F6
Fill Right	Ctrl-D	Activate the Menus	Ctrl-Shift-Tab
Copy Value from Cell Above	Ctrl-R	Cancel a Menu	Alt
Copy Formula from Cell Above	Ctrl-Shift-"	Display a Short Cut Menu	F10
Edit a Cell Note	Ctrl-' Shift-F2	Move to Next Tab in Dialog Box	Esc
Using the Data Form		Move to Previous Tab in Dialog Box	Shift-F10
Move to same field in next record	↓	Restore a Workbook Size	Ctrl-Tab
Move to same field in previous record	↑	Maximise a Workbook	Ctrl-Shift-Tab
Move to next editable field	Tab	Exit Excel	Ctrl-Page Down
Move to first field in next record	Enter	Transition Keys Cursor Movement	
Move to first field in previous record	Shift-Enter	Right One Screen	Ctrl-→
Move to same field 10 records on	Page Down	Left One Screen	Tab
Move to same field 10 records back	Page Up	Start of Worksheet	Ctrl-←
Move to a new Record	Ctrl-Page Down	Inserting Special Characters	
Move to the first record	Ctrl-Page Up	Carriage Return in a Cell	Shift-Tab
Move to the beginning of a field	Home	Tab in a cell	Home
Move to the end of a field	End	Current Date	Ctrl-Alt-Tab
Cell Formatting		Current Time	Ctrl-; ; Ctrl-Shift-:
Bold	Ctrl-B	Outlining	
Italic	Ctrl-I	Group a Row or Column or Group Pivot Table Items	Alt-Shift-→
Underline	Ctrl-U	Ungroup a Row, or Column, or Ungroup Pviot Table Items	Alt-Shift-←
Strikethrough	Ctrl-5	Display or hide Outline Symbols	Ctrl-8
General Number Format	Ctrl-Shift-~	Further Short Cut Keys	
Currency Format	Ctrl-Shift-\$	Help	F1
Percentage Format	Ctrl-shift-%	Help Tool	Shift-F1
Exponential Format	Ctrl-Shift-^	Show/Hide Standard Toolbar	Ctrl-7
Date Format (dd-mmm-yy)	Ctrl-#	Show/Hide Formulae	Ctrl-`
Time Format (hh:mm)	Ctrl-Shift-@	Toggle Objects View	Ctrl-6
Comma Format	Ctrl-Shift-!	Display Info Window	Ctrl-F2
Outline Border	Ctrl-Shift-&	Display Create Name Dialog Box	Ctrl-Shift-F3
Remove all Borders	Ctrl-Shift-_-	Display Define Name Dialog Box	Ctrl-F3
Display format Cells Dialogue Box	Ctrl-1		
Display Style Dialog Box	Alt-'		
Calculation			

EXCEL SHORTCUTS KEYS

Spelling	F7
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