

**OVER 500 WINDOWS KEYBOARD SHORTCUTS!**

**MS Excel Keyboard Shortcuts**

F4	Absolute/relative/mixed reference	Ctrl .	Move to next corner of selection
Alt =	AutoSum	Shift-Enter	Move up through a selection
Ctrl-B	Bold	Ctrl-Shift-F3	Name a range (Insert/Name/Create)
Ctrl-Shift _	Border lines off	Ctrl-F3	Name a range (Insert/Name/Define)
Ctrl-Shift &	Border lines on	Ctrl-N	New
Shift-F9	Calculate active sheet	Ctrl-F6	Next window
F9	Calculate all worksheets	Ctrl-PgUp	Next worksheet
Ctrl-W	Close	Ctrl-O	Open
Shift-Backspace	Collapse selection to active cell	Ctrl-8	Outline symbols display/hide
Shift-F2	Comment insert/edit	Ctrl-V	Paste
Ctrl-C	Copy	F3	Paste named range (Insert/Name/Paste)
Ctrl '	Copy formula from cell above	Ctrl-Shift-F6	Previous window
Ctrl-Shift "	Copy value from cell above	Ctrl-PgDn	Previous worksheet
Ctrl-X	Cut	Ctrl-P	Print
Ctrl ;	Date	Shift-F4	Repeat Find
Ctrl -	Delete range	Ctrl-Y	Repeat/Redo
Ctrl-Del	Delete to end of line	Ctrl-H	Replace
Ctrl `	Show values/formulas	Ctrl-S	Save
F2	Edit cell	F12	Save As
Ctrl-Shift-Enter	Enter formula as array	Ctrl-Backspace	Scroll to display active cell
Ctrl-D	Fill down	Ctrl /	Select array to which active cell belongs
Ctrl-R	Fill right	Ctrl [	Select cells directly referred to by selected formula
Ctrl-F	Find	Ctrl-Shift {	Select cells referred to by selected formula
Ctrl-Shift !	Format commas (2 decimal places)	Ctrl-Shift ?	Select cells with comments
Ctrl-Shift \$	Format currency (2 decimal places)	Ctrl-spacebar	Select column
Ctrl-Shift #	Format date (day, month, year)	Ctrl-Shift *	Select current region
Ctrl-Shift ^	Format exponential number (2 decimal places)	Ctrl ]	Select formulas that directly refer to active cell
Ctrl-Shift ~	Format general number	Ctrl-Shift }	Select formulas that refer to active cell
Ctrl-Shift %	Format percentage (0 decimal places)	Ctrl-Shift-spacebar	Select objects on worksheet
Ctrl-Shift @	Format time (hour and minute)	Shift-spacebar	Select row
=	Formula	Shift-Home	Select to beginning of row
Shift-F3	Function Wizard	Ctrl-Shift-Home	Select to beginning of worksheet
Ctrl-G	GoTo	Ctrl-Shift-(Arrow)	Select to edge of region
Alt-Shift-Right	Group row/column	End, Shift-Enter	Select to end of row
Alt-Enter	Hard Return in cell	Ctrl-Shift-End	Select to end of worksheet
Ctrl-0 (zero)	Hide selected column(s)	Alt ;	Select visible cells in selection
Ctrl-9	Hide selected row(s)	Ctrl-A	Select worksheet
F11	Insert chart sheet	Shift-F10	Shortcut menu
Ctrl-Shift-A	Insert Function components	F7	Spelling and Grammar check
Ctrl-Shift-Plus	Insert range	Ctrl-5	Strikethrough on/off
Shift-F11	Insert worksheet	Alt '	Style box
Ctrl-I	Italics	Ctrl-Alt-Tab	Tab inserted
F10	Menu bar	Ctrl-Shift-Colon	Time
Ctrl-Alt-Left/Right	Move between noncontiguous selections	Ctrl-U	Underline
Alt-PgUp/PgDn	Move left/right one screen	Ctrl-Z	Undo
Ctrl-Home	Move to beginning of worksheet	Alt-Shift-Left	Ungroup row/column
Ctrl-Arrow	Move to edge of region	Ctrl-Shift )	Unhide column(s)
End, Enter	Move to end of row	Ctrl-Shift (	Unhide row(s)
Ctrl-End	Move to end of worksheet		



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