Lesson – 8

Microsoft Excel Shortcut Keys

Action	Excel shortcut
Applies the outline border to the selected cells	CTRL+ Shift + &
Remove Outline border	CTRL +Shift + _
Applies the Percentage format with no decimal places	CTRL+%
Applies the Time format with the hour and minute, and AM or PM	CTRL+@
Calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation	CTRL+ALT+F9
Calculates all worksheets in all open workbooks	F9
Calculates the active worksheet	SHIFT+F9
Closes and reopens the current task pane	CTRL+F1
Closes the selected workbook window	CTRL+F4
Cuts the selected content in the cell	CTRL+X
Copies the selected cells	CTRL+C
Paste content of selected data	CTRL+V
Copies the value from the cell above the active cell into the cell or the Formula Bar"	CTRL+"
Creates a chart of the data in the current range (on same sheet)	ALT+F1
Creates a chart of the data in the current range (on separate sheet)	F11
Redo an action	CTRL+Y
Displays or hides the outline symbols	CTRL+8
Displays or hides the Standard toolbar	CTRL+7
Displays the Create List dialog box	CTRL+L
Creates a new, blank file	CTRL+N
Displays the Delete dialog box to delete the selected cells	CTRL+-
Displays the Find and Replace dialog box	CTRL+H
Displays the Format Cells dialog box	CTRL+1
Displays the Go To dialog box	CTRL+G
Displays the Go To dialog box	F5
Displays the Help task pane	F1

Displays the Insert dialog box to insert blank cells	CTRL++
Displays the Insert Function dialog box	SHIFT+F3
Displays the Macro dialog box to run, edit, or delete a macro	ALT+F8
Displays the Open dialog box to open or find a file	CTRL+O
Displays the Print dialog box	CTRL+R
Displays the Save As dialog box	F12
Displays the shortcut menu for a selected item	SHIFT+F10
Displays the Spelling dialog box to check spelling in the active worksheet or selected range	F7
Edits a cell comment	SHIFT+F2
Enters the current date	CTRL+ ;
Enters the current time	CTRL+ :
Hides the selected columns	CTRL+0
Hides the selected rows	CTRL+9
Including cells not marked as needing to be calculated	CTRL+F9
Inserts a new worksheet	ALT+SHIFT+F1
Inserts a new worksheet	SHIFT+F11
Maximizes or restores the selected workbook window	CTRL+F10
Minimizes a workbook window to an icon	F10
Pastes a defined name into a formula	F3
Removes the outline border from the selected cells	CTRL+_
Repeats the last command or action, if possible	CTRL+Z
Repeats the last command or action, if possible	F4
Restores the window size of the selected workbook window	CTRL+F5
Saves the active file with its current file name and location	CTRL+S
Selects all cells that contain comments	CTRL+SHIFT+O
Close a current workbook	CTRL+W
Switch to Print Preview	CTRL+F2
Minimize me Workbook Window	CTRL+F9
Search in a Spreadsheet, or use Find & Replace	CTRL+F
Move one cell to the Left or Right	Left/Right Arrow
Move to the Farthest Cell left or right in the row	CTRL + Left/Right Arrow
Move one cell up or down	UP/Down Arrow

Move to the top or bottom cell in the column	CTRL+UP/Down Arrow
Go to the next cell	Tab
Go to the previous cell	Shift + Tab
Go to the most bottom right used cell	CTRL+END
Go to the leftmost cell in the current row	Home
Move to the beginning of a worksheet	CTRL+HOME
Move one screen UP or down in a worksheet	Page UP/Down
Move one screen to the right or left in a worksheet	ALT + Page UP/Down
Move to the previous or next worksheet	CTRL+ Page UP/Down
Extend the cell selection to the left or right	Shift + Left/Right Arrow
Select the entire row	Shift + Space
Select the entire column	CTRL+ Space
Select the entire worksheet	CTRL +Shift + Space
Edit a Cell	F2
Open the Paste Special Dialog box	CTRL+ ALT + V
Remove the contents of a cell	Delete
Insert a hard return within a cell	Alt + Enter
Delete Column	ALT + H+D+C
Cancel an entry in a cell or the formula bar	Esc
Complete an entry in a cell or the formula bar	Enter
Select a fill color	ALT + H+H
Add a border	ALT + H+B
Apply or remove strikethrough	CTRL + 5
Apply currency format	CTRL + Shift + $
Apply percent format	CTRL+ Shift + %