

Microsoft Excel Keyboard Keys

General

Description	Shortcut Key
New file	Ctrl + N
Open file	Ctrl + O
Save file	Ctrl + S
Move between open workbooks	Ctrl + F6
Close file	Ctrl + F4
Save as	F12
Display the print menu	Ctrl + P
Select whole spreadsheet	Ctrl + A
Select column	Ctrl + Space
Select row	Shift + Space
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Start a formula	Equals Sign (eg. SUM(A1+A2))
Exit Excel 97	Alt + F4

Navigating

Description	Shortcut Key
Move to next cell in row	Tab
Move to previous cell in row	Shift + Tab
Up one screen	Page Up
Down one screen	Page Down
Move to next worksheet	Ctrl + Page Down
Move to previous worksheet	Ctrl + Page Up
Go to first cell in data region	Ctrl + Home
Go to last cell in data region	Ctrl + End

Formatting Text In Worksheet

Description	Shortcut Key
Bold toggle for selection	Ctrl + B
Italic toggle for selection	Ctrl + I
Underline toggle for selection	Ctrl + U
Strikethrough for selection	Ctrl + 5
Change the font	Ctrl + Shift + F
Change the font size	Ctrl + Shift + P

Apply outline borders	Ctrl + Shift + 7
Remove all borders	Ctrl + Shift + Underline
Wrap text in same cell	Alt + Enter

Formatting Cells

Description	Shortcut Key
Format cells	Ctrl + 1
Select font	Ctrl + Shift + F
Select point size	Ctrl + Shift + P
Format as currency	Ctrl + Shift + 4
Format as general (to remove any formatting)	Ctrl + Shift + # (hash sign)
Format as percentage	Ctrl + Shift + 5
Format as number	Ctrl + Shift + 1

Editing/Deleting Text

Description	Shortcut Key
Delete one character to right	Delete
Delete one character to left	Backspace
Edit active cell	F2
Cancel cell entry	Escape Key

Highlighting Cells

Description	Shortcut Key
Select entire worksheet	Ctrl + A
Select entire row	Shift + Spacebar
Select entire column	Ctrl + Spacebar
Manual select	Hold Shift + with Left, Right, Up, Down Arrow Key

Copying and Moving Text

Description	Shortcut Key
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V

Inserting Text Automatically

Description	Shortcut Key
Autosum a range of cells	Alt + Equals Sign
Insert the date	Ctrl + ; (semi-colon)
Insert the time	Ctrl + Shift + ; (semi-colon)
Insert columns/rows	Ctrl + Shift + + (plus sign)

Insert Time In Current Cell	Ctrl + Shift + ; (semicolon)
Current Column First Cell From Top	Alt + 1
Current Column Second Cell From Top	Alt + 2
Current Column Third Cell From Top	Alt + 3
Current Column Fourth Cell From Top	Alt + 4
Data Region Left	Ctrl + Left Arrow
Data Region Right	Ctrl + Right Arrow
Data Region Down	Ctrl + Down Arrow
Data Region Up	Ctrl + Up Arrow
Select Whole Data Region	Ctrl + Shift + 8
Say Formula	Ctrl + F2
Spell Check	F7
Report Gridline Status	Alt + Shift + g
Read Row Total	Insert + Delete
Read Column Total	Insert + Enter
Say Column Title	Alt + Shift + C
Say Row Title	Alt + Shift + R

Say Visible Range Coordinates	Alt + Shift + V
Cycle Through Controls in Dialog Box	Tab
Tab Backwards	Shift + Tab
List Cells With Comments	Ctrl + Shift + ' (apostrophe)
Row Second Cell From Left	Alt + Ctrl + 2
Row First Cell From Left	Alt + Ctrl + 1
Row Third Cell From Left	Alt + Ctrl + 3
Row Fourth Cell From Left	Alt + Ctrl + 4
Describe Cell Border	Alt + Shift + B
Read Cell Comment	Alt + Shift + ' (apostrophe)
Auto Filter	Ctrl + Shift + A
Read Cell Hyperlink	Alt + Shift + H
Close Office Assistant	Ctrl + Insert + F4
Set Monitor Cell One	Alt + Ctrl + Shift + 1
Set Monitor Cell Two	Alt + Ctrl + Shift + 2
Set Monitor Cell Three	Alt + Ctrl + Shift + 3
Set Monitor Cell Four	Alt + Ctrl + Shift + 4

Set Monitor Cell Five	Alt + Ctrl + Shift + 5
Set Monitor Cell Six	Alt + Ctrl + Shift + 6
Set Monitor Cell Seven	Alt + Ctrl + Shift + 7
Set Monitor Cell Eight	Alt + Ctrl + Shift + 8
Set Monitor Cell Nine	Alt + Ctrl + Shift + 9
Set Monitor Cell 10	Alt + Ctrl + Shift + 0
Read Monitor Cell One	Alt + Shift + 1
Read Monitor Cell Two	Alt + Shift + 2
Read Monitor Cell Three	Alt + Shift + 3
Read Monitor Cell Four	Alt + Shift + 4
Read Monitor Cell Five	Alt + Shift + 5
Read Monitor Cell Six	Alt + Shift + 6
Read Monitor Cell Seven	Alt + Shift + 7
Read Monitor Cell Eight	Alt + Shift + 8
Read Monitor Cell Nine	Alt + Shift + 9
Read Monitor Cell Ten	Alt + Shift + 0
List Visible Cells With Data	Ctrl + Shift + D

Lists Data In Current Column	Ctrl + Shift + C
List Data In Current Row	Ctrl + Shift + R
Select Hyperlink	Ctrl + Shift + H
Move To Worksheet Listbox	Ctrl + Shift + S
Move To Monitor Cell	Ctrl + Shift + M
Select Worksheet Objects	Ctrl + Shift + O
List Cells At Page Breaks	Ctrl + Shift + B
Options Listbox	Insert + V

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