

GENERAL	
F1 Excel Help	CTRL I Toggle Italic Text
F2 Edit Current Cell	CTRL P Print
F4 Redo Last Action	CTRL S Save
F7 Start Spell Check	CTRL U Toggle Underline Text
F9 Recalculate All Worksheet	CTRL V Paste Contents of Clipboard
F12 Save As	CTRL X Cut Selection
CTRL B Toggle Bold Text	CTRL Y Redo Last Action
CTRL C Copy Selection	CTRL Z Undo Last Action

RANGE SELECTION & NAVIGATION		
CTRL SHIFT ← Select All Cells Left	F8 Toggles Extend Mode	SHIFT F8 Add Non-Adjacent Cells to Selection
CTRL SHIFT → Select All Cells Right	CTRL Home Move to Top of Worksheet	ALT ; Select Only Visible Cells
CTRL SHIFT ↓ Select All Cells Below	CTRL End Move to Last Used Cell	F5 Go To Specified Range
CTRL SHIFT ↑ Select All Cells Above	CTRL ← Move to Left-Most Cell	CTRL 9 Hide Row
CTRL A Select Entire Region	CTRL → Move to Right-Most Cell	CTRL 0 Hide Column
CTRL Space Select Entire Column	CTRL ↓ Move to Last Cell in Column	CTRL SHIFT (Unhide Column
SHIFT Space Select Entire Row	CTRL ↑ Move to First Cell in Column	CTRL SHIFT) Unhide Row

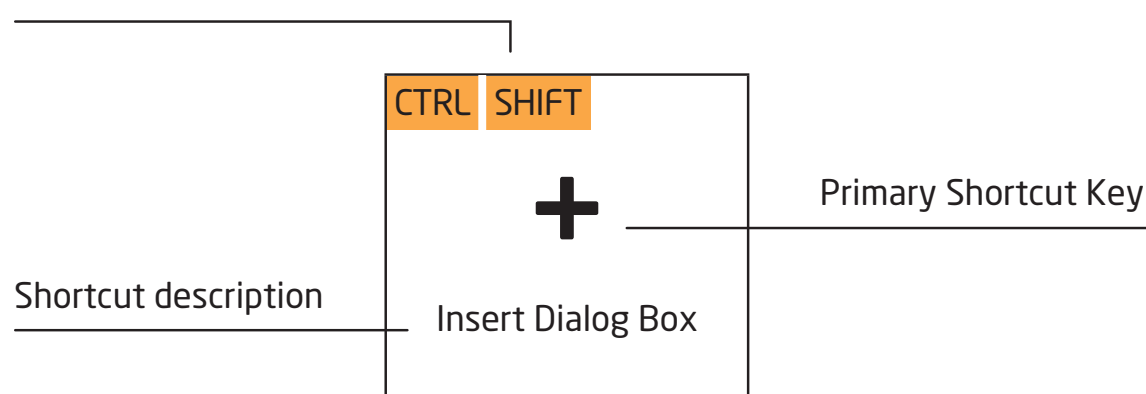
FORMULA EDITING & MANAGEMENT	
CTRL : Insert Current Date	
ALT = Insert Auto Sum	F3 Insert Defined Named Range
EDIT MODE F4 Toggle Absolute Reference	CTRL SHIFT F3 Create Named Range from Selection
CTRL D Fill Values Down	CTRL ~ Toggle Formula View
CTRL R Fill Values Right	CTRL] Select Dependents for Active Formula
CTRL ' Copy from Cell Above	CTRL [Select Dependents for Active Formula
SHIFT F3 Insert Function	CTRL SHIFT Enter Create Array Formula

FORMATTING	
CTRL SHIFT ~ Apply General Format	CTRL SHIFT % Apply Percent Format
CTRL SHIFT ! Apply Number Format	CTRL 5 Apply Strikethrough Format
CTRL SHIFT @ Apply Time Format	ALT Enter Add Carriage Return
CTRL SHIFT # Apply Date Format	CTRL SHIFT - Remove Borders Around Selection
CTRL SHIFT \$ Apply Currency Format	CTRL SHIFT & Apply Border Around Selection

WORKBOOK & WORKSHEET MANAGEMENT	
CTRL F4 Close Workbook	ALT F4 Close Microsoft Excel
CTRL N Start New Workbook	SHIFT F11 Insert New Worksheet
CTRL W Close Active Workbook	CTRL PgDn Move to Next Worksheet
CTRL F6 Move to Next Open Workbook	CTRL PgUp Move to Previous Worksheet
CTRL F6 Move to Previous Open Workbook	SHIFT F9 Recalculate Active Worksheet

USEFUL DIALOG BOXES	
CTRL 0 Open File Dialog Box	CTRL F3 Name Manager Dialog Box
CTRL 1 Format Cells Dialog Box	CTRL F Find Dialog Box
CTRL SHIFT + Insert Dialog Box	CTRL H Replace Dialog Box
CTRL - Delete Dialog Box	CTRL T Create Table Dialog Box
ALT F8 Macros Dialog Box	ALT F11 Open Visual Basic Editor

Additional Keys to Press in Conjunction with Primary Shortcut Key



CHARTS, FIND, AND MISCELLANEOUS			
F11 Create Chart in new Chart Sheet	SHIFT F4 Find Next Search Occurrence	CTRL F2 Print Preview	SHIFT F2 Add/Edit Cell Comment
ALT F1 Create Embedded Chart	CTRL SHIFT F4 Find Previous Search Occurrence	SHIFT F10 Shortcut Menu for Selected Items	F6 Switch Split Panes

WINDOW MANAGEMENT	
CTRL F8 Resize Workbook Window	CTRL F5 Restore Workbook Window Size
CTRL F10 Maximize Workbook Window	CTRL F7 Move Workbook Window

TOGGLE SHOW/HIDE	
CTRL F1 Toggle Show/Hide Ribbon	CTRL 6 Toggle Show/Hide Objects
F10 Toggle Show/Hide Key Tips	CTRL 8 Toggle Show/Hide Outline Symbols

Periodic Table of Excel Keyboard Shortcuts

