

EXCEL SHORTCUTS

Shortcut	Description
F2	Edit the selected cell.
F4	When pressed over a cell number in a formula, it locks that cell in the formula. ($\$A\2)
F4	Repeat last action. For example, if you changed the color of text in another cell, pressing F4 will change the text in cell to the same color.
F5	Go to a specific cell. For example, C6.
F7	Spell check selected text or document.
F11	Create chart from selected data.
Alt + ;	Select visible cells only.
Alt + Enter	While typing text in a cell, pressing Alt + Enter will move to the next line, allowing for multiple lines of text in one cell.
Alt + =	Create a formula to sum all of the above cells.
Shift + F3	Open the Excel formula window.
Shift + F5	Bring up search box.
Ctrl + 1	Open the Format Cells window.
Ctrl + 5	Strikethrough highlighted selection.
Ctrl + A	Select all contents of the worksheet.
Ctrl + B	Bold highlighted selection.
Ctrl + C	Copy
Ctrl + I	Italic highlighted selection.
Ctrl + K	Insert link.
Ctrl + P	Bring up the print dialog box to begin the printing process.
Ctrl + S	Save the open worksheet.
Ctrl + U	Underline highlighted selection.
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo last action.
Ctrl + F3	Open Excel Name Manager.
Ctrl + F9	Minimize current window.
Ctrl + F10	Maximize currently selected window.
Ctrl + F6	Switch between open workbooks or windows.
Ctrl + Page up	Move between work sheets in the same document.
Ctrl + Page down	Move between work sheets in the same document.
Ctrl + Tab	Move between Two or more open Excel files.
Ctrl + '	Insert the value of the above cell into the cell currently selected.
Ctrl + ;	Enter the current date.
Ctrl + Shift + ;	Enter the current time.
Ctrl + Shift + 1	Format number in comma format.
Ctrl + Shift + 4	Format number in currency format.
Ctrl + Shift + 3	Format number in date format.
Ctrl + Shift + 5	Format number in percentage format.
Ctrl + Shift + 6	Format number in scientific format.
Ctrl + Shift + 2	Format number in time format.
Ctrl + Arrow key	Move to next section of text.
Ctrl + Space	Select entire column.
Shift + Space	Select entire row.
Ctrl + -	Delete the selected column or row.
Ctrl + Shift + =	Insert a new column or row.
Ctrl + Home	Move to cell A1.
Ctrl + ~	Switch between showing Excel formulas or their values in cells.