

Microsoft Excel Shortcut Keys

MS-EXCEL SHORTCUT KEYS



This article describes the keyboard *shortcuts*, function *keys*, and some other common *shortcut keys* in MS Excel Shortcut Keys.

List of Microsoft Excel Shortcut Keys

CTRL+A Selects the entire worksheet.

CTRL+B Applies or removes bold formatting.

CTRL+C Copies the selected cells.

CTRL+D Uses the Fill Down command to copy the contents and format of the topmost cell of a

selected range into the cells below.

CTRL+F Displays the Find dialog box.

CTRL+G Displays the Go To dialog box.

CTRL+H Displays the Find and Replace dialog box.

CTRL+I Applies or removes italic formatting.

CTRL+K Displays the Insert Hyperlink dialog box for new hyperlinks.

CTRL+L Displays the Create List dialog box.

CTRL+N Creates a new blank file.

CTRL+O Displays the Open dialog box to open or find a file.

CTRL+P Displays the Print dialog box.

CTRL+R Uses the Fill Right command to copy the contents and format of the leftmost cell of

a

selected range into the cells to the right.

CTRL+S Saves the active file with its current file name, location, and file format.

CTRL+U Applies or removes underlining.

CTRL+V Inserts the contents of the Clipboard at the insertion point and replaces any selection.

Available only after you cut or copied an object, text, or cell contents.

CTRL+W Closes the selected workbook window.

CTRL+X Cuts the selected cells.

CTRL+Y Repeats the last command or action, if possible.

CTRL+Z Uses the Undo command to reverse the last command or to delete the last entry you typed.

CTRL+1 Displays the Format Cells dialog box.

CTRL+2 Applies or removes bold formatting.

CTRL+3 Applies or removes italic formatting.

CTRL+4 Applies or removes underlining.

CTRL+5 Applies or removes strikethrough.

CTRL+6 Alternates between hiding objects, displaying objects, and displaying placeholders for objects.

CTRL+7 Displays or hides the Standard toolbar.

CTRL+8 Displays or hides the outline symbols.

CTRL+9 Hides the selected rows.

CTRL+0 Hides the selected columns.

CTRL+(Unhides any hidden rows within the selection.

CTRL+) Unhides any hidden columns within the selection.

CTRL+& Applies the outline border to the selected cells.

CTRL+_ Removes the outline border from the selected cells.

CTRL+~ Applies the General number format.

CTRL+\$ Applies the Currency format with two decimal places (negative numbers in parentheses).

CTRL+% Applies the Percentage format with no decimal places.

CTRL+^ Applies the Exponential number format with two decimal places.

CTRL+# Applies the Date format with the day, month, and year.

CTRL+@ Applies the Time format with the hour and minute, and AM or PM.

CTRL+! Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.

CTRL+* Selects the current region around the active cell (the data area enclosed by blank

rows and blank columns).

CTRL+: Enters the current time.

CTRL+; Enters the current date.

CTRL+` Alternates between displaying cell values and displaying formulas in the worksheet.

CTRL+' Copies a formula from the cell above the active cell into the cell or the Formula Bar.

CTRL+” Copies the value from the cell above the active cell into the cell or the Formula Bar.

CTRL++ Displays the Insert dialog box to insert blank cells.

CTRL + ; Enter the current date.

CTRL + - Delete the selected column or row.

F1-F12 Keys

F1= Help

F2= Edit

F3= Paste Name

F4= Repeat last action

F4= While typing a formula, switch between absolute/relative refs

F5= Goto

F6= Next Pane

F7= Spell check

F8= Extend mode

F9= Recalculate all workbooks

F10 =Activate Menubar

F11= New Chart

F12= Save As

CTRL + Page up Move between Excel worksheets in the same Excel document.

CTRL + Page down Move between Excel worksheets in the same Excel document.

CTRL + Tab Transfer between Two or more open Excel files.

CTRL + Arrow key Move to next section of text.

CTRL + Space Select entire column.

CTRL + Home Move to cell A1.

CTRL + Shift + = Insert a new column or row.

CTRL + Shift + ; Enter the current time.

CTRL + Shift + ! Format number in comma format.

CTRL + Shift + \$ Format number in currency format.

CTRL + Shift + # Format number in date format.

CTRL + Shift + % Format number in percentage format.

CTRL + Shift + ^ Format number in scientific format.

CTRL + Shift + @ Format number in time format.

CTRL+Shift+F3 Create name by using names of row and column labels

CTRL+Shift+F6 Previous Window

CTRL+Shift+F12 Print

Alt + = Create a formula to sum all of the above cells

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 + Shift + F1 Insert New Worksheet.

SHIFT F1-F12 Keys

Shift+F1= What's This?

Shift+F2= Edit cell comment

Shift+F3= Paste function into formula

Shift+F4= Find Next

Shift+F5= Find

Shift+F6= Previous Pane

Shift+F8= Add to selection

Shift+F9= Calculate active worksheet

Shift+F10= Display shortcut menu

Shift+F11= New worksheet

Shift+F12= Save

Shift + Space Select entire row.

Alt+F1 Insert Chart

Alt+F2 Save As

Alt+F4 Exit

Alt+F8 Macro dialog box

Alt+F11 Visual Basic Editor

Alt+Shift+F1 New worksheet

Alt+Shift+F2 Save

These were the Microsoft Excel Shortcut Keys.

For MS Office Shortcut Keys click [here](#) below.

<https://www.seekergk.com/ms-office-shortcut-keys/>

For MS PowerPoint Important Keys click [here](#) below.

<https://www.seekergk.com/shortcut-keys-of-powerpoint/>