

Helpful Keyboard Shortcuts

NAVIGATING SHORTCUTS

Alt + Tab	Toggle between programs
Ctrl + Esc	Show the Windows Start menu
Ctrl + Tab	Toggle between open Excel files
Ctrl + PageUp (PageDown)	Move between worksheets within the active file
Shift + Ctrl + PageUp (PageDown)	Select multiple worksheets within the active file
Home	Move to the beginning of the line
Ctrl + Home	Move to the beginning of the worksheet
Ctrl + End	Move to the last cell on the worksheet
End (press and release) + Arrow Keys	Move by one block of data within a row or column
Ctrl + Arrow Keys	Move by one block of data within a row or column
Ctrl + [/ Ctrl +]	Jump to precedent cells / Jump to dependent cells
F5 (Go To) and then Enter	Return to the last cell visited
Ctrl + \	In a selected row, select the cells that don't match the formula in the active cell

FUNCTION KEYS

F1	Display Help
Alt + F4	Close Help (or any window)
F2	Edit the active cell
F4 or (Ctrl+Y)	Repeat the last action
F4	Absolute referencing
F5 or (Ctrl+G)	Go To
F7	Spell check
F9	Calculate (manual)

FUNCTION SHORTCUTS

Ctrl + N	Create a new file
Ctrl + O	Open an existing file
Ctrl + P	Print
Ctrl + S	Save
Ctrl + W	Close the existing file
Alt + =	Sum a column
Shift + F2	Insert a comment
Ctrl + Shift + A	Prompts to edit a formula

FORMATTING SHORTCUTS

Ctrl + 1	Display the Cells command
Ctrl + B	Apply bold formatting
Ctrl + I	Apply italic formatting
Ctrl + U	Underline cells
Ctrl + ;	Enter the date
Ctrl + Shift + ;	Enter the time
Ctrl + Shift + !	Apply the number format
Ctrl + Shift + #	Apply the date format
Ctrl + Shift + \$	Apply currency format
Ctrl + Shift + %	Apply percent format
Ctrl + Shift + &	Apply an outline border
Ctrl + Shift + _	Remove an outline border
Ctrl + 0	Hide selected column(s)
Ctrl + Shift + 0	Unhide selected column (s)
Ctrl + 9	Hide selected row(s)
Ctrl + Shift + 9	Unhide selected row(s)
Ctrl + ~	View cell formulas

EDITING SHORTCUTS

F2	Edit the active cell
Ctrl + C	Copy
Ctrl + D	Copy down
Ctrl + F	Find
Ctrl + G	Go To
Ctrl + H	Replace
Ctrl + R	Copy right
Ctrl + V	Paste
Ctrl + Alt + V	Paste Special
Ctrl + X	Cut
Ctrl + Y	Repeat last action
Ctrl + Z	Undo last action
Alt + Enter	Start new line in same cell
Alt + ↓	Open a filter drop down box
Ctrl + Delete	Delete text to end of line
Ctrl + '	Copy formula from cell above
Ctrl + Shift + '	Copy value from cell above

SELECTING CELLS

Ctrl + A	Select entire sheet
Ctrl + Spacebar	Select the column
Shift + Spacebar	Select the row
Alt + Shift + Rt (Lt) Arrow	Group (ungroup) selected rows or columns
Shift + End + Arrow Keys	Extend the selection to the last non-blank cell in the same row or column

MENU TIP

You can select any menu command by pressing Alt and then the letter in the menu name.