

Helpful Keyboard Shortcuts - Spanish

NAVIGATING SHORTCUTS

Alt + Tab	Toggle between programs
Ctrl + Esc	Show the Windows Start menu
Ctrl + Tab	Toggle between open Excel files
Ctrl + RePag (AvPag)	Move between worksheets within the active file
Shift + Ctrl + RePag (AvPag)	Select multiple worksheets within the active file
Inicio	Move to the beginning of the line
Ctrl + Inicio	Move to the beginning of the worksheet
Ctrl + Fin	Move to the last cell on the worksheet
Fin (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
Alt + ¿	Jump to precedent cells
F5 (Go To) and then Enter	Return to the last cell visited

FUNCTION KEYS

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

FUNCTION SHORTCUTS

Ctrl + U	Create a new file (Nuevo)
Ctrl + A	Open an existing file (Abrir)
Ctrl + P	Print (Imprimir)
Ctrl + G	Save (Guardar)
Ctrl + W	Close the existing file (Cerrar)
Shift + Alt + =	Sum a column (Suma)
Ctrl + Shift + A	Prompts to edit a formula (only if you start with =, not +)

FORMATTING SHORTCUTS

Ctrl + 1	Display the Cells command
Ctrl + N	Bold formatting
Ctrl + K	Italic formatting
Ctrl + S	Underline cells
Ctrl + Shift + ;	Enter the date
Ctrl + Shift + :	Enter the time
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 + 9	Unhide selected column (s)
Ctrl + 9	Hide selected row(s)
Ctrl + Shift + 8	Unhide selected row(s)

EDITING SHORTCUTS

F2	Edit the active cell
Ctrl + C	Copy (copiar)
Ctrl + J	Copy down (Hacia Abajo)
Ctrl + B	Find (Buscar)
Ctrl + I	Go To (Ir a)
Ctrl + L	Replace (Reemplazar)
Ctrl + D	Copy right (Hacia la Derecha)
Ctrl + V	Paste (Pegar)
Ctrl + X	Cut (Cortar)
Ctrl + Y	Repeat last action (Repetir)
Ctrl + Z	Undo last action (Deshacer)
Alt + Enter	Start new line in same cell
Ctrl + Delete	Delete text to end of line
Ctrl + <	Copy formula from cell above

SELECTING CELLS

Ctrl + E	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 + Fin + 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 underlined letter in the menu name.