

Ctrl+A	Select All	None
Ctrl+B	Bold	Format, Cells, Font, Font Style, Bold
Ctrl+C	Copy	Edit, Copy
Ctrl+D	Fill Down	Edit, Fill, Down
Ctrl+F	Find	Edit, Find
Ctrl+G	Goto	Edit, Goto
Ctrl+H	Replace	Edit, Replace
Ctrl+I	Italic	Format, Cells, Font, Font Style, Italic
Ctrl+K	Insert Hyperlink	Insert, Hyperlink
Ctrl+N	New Workbook	File, New
Ctrl+O	Open	File, Open
Ctrl+P	Print	File, Print
Ctrl+R	Fill Right	Edit, Fill Right
Ctrl+S	Save	File, Save
Ctrl+U	Underline	Format, Cells, Font, Underline, Single
Ctrl+V	Paste	Edit, Paste
Ctrl W	Close	File, Close
Ctrl+X	Cut	Edit, Cut
Ctrl+Y	Repeat	Edit, Repeat
Ctrl+Z	Undo	Edit, Undo
F1	Help	Help, Contents and Index
F2	Edit	None
F3	Paste Name	Insert, Name, Paste
F4	Repeat last action	Edit, Repeat. Works while not in Edit mode.
F4	While typing a formula, switch between absolute/relative refs	None
F5	Goto	Edit, Goto
F6	Next Pane	None
F7	Spell check	Tools, Spelling
F8	Extend mode	None
F9	Recalculate all workbooks	Tools, Options, Calculation, Calc,Now
F10	Activate Menubar	N/A
F11	New Chart	Insert, Chart
F12	Save As	File, Save As
Ctrl+:	Insert Current Time	None
Ctrl+;	Insert Current Date	None

Ctrl+"	Copy Value from Cell Above	Edit, Paste Special, Value
Ctrl+'	Copy Formula from Cell Above	Edit, Copy
Shift	Hold down shift for additional functions in Excel's menu	none
Shift+F1	What's This?	Help, What's This?
Shift+F2	Edit cell comment	Insert, Edit Comments
Shift+F3	Paste function into formula	Insert, Function
Shift+F4	Find Next	Edit, Find, Find Next
Shift+F5	Find	Edit, Find, Find Next
Shift+F6	Previous Pane	None
Shift+F8	Add to selection	None
Shift+F9	Calculate active worksheet	Calc Sheet
Shift+F10	Display shortcut menu	None
Shift+F11	New worksheet	Insert, Worksheet
Shift+F12	Save	File, Save
Ctrl+F3	Define name	Insert, Names, Define
Ctrl+F4	Close	File, Close
Ctrl+F5	XL, Restore window size	Restore
Ctrl+F6	Next workbook window	Window, ...
Shift+Ctrl+F6	Previous workbook window	Window, ...
Ctrl+F7	Move window	XL, Move
Ctrl+F8	Resize window	XL, Size
Ctrl+F9	Minimize workbook	XL, Minimize
Ctrl+F10	Maximize or restore window	XL, Maximize
Ctrl+F11	Inset 4.0 Macro sheet	None in Excel 97. In versions prior to 97 - Insert, Macro, 4.0 Macro
Ctrl+F12	File Open	File, Open
Alt+F1	Insert Chart	Insert, Chart...
Alt+F2	Save As	File, Save As
Alt+F4	Exit	File, Exit
Alt+F8	Macro dialog box	Tools, Macro, Macros in Excel 97 Tools,Macros - in earlier versions
Alt+F11	Visual Basic Editor	Tools, Macro, Visual Basic Editor
Ctrl+Shift+F3	Create name by using names of row and column labels	Insert, Name, Create
Ctrl+Shift+F6	Previous Window	Window, ...
Ctrl+Shift+F12	Print	File, Print
Alt+Shift+F1	New worksheet	Insert, Worksheet
Alt+Shift+F2	Save	File, Save

Alt+=	AutoSum	No direct equivalent
Ctrl+`	Toggle Value/Formula display	Tools, Options, View, Formulas
Ctrl+Shift+A	Insert argument names into formula	No direct equivalent
Alt+Down arrow	Display AutoComplete list	None
Alt+'	Format Style dialog box	Format, Style
Ctrl+Shift+~	General format	Format, Cells, Number, Category, General
Ctrl+Shift+!	Comma format	Format, Cells, Number, Category, Number
Ctrl+Shift+@	Time format	Format, Cells, Number, Category, Time
Ctrl+Shift+#	Date format	Format, Cells, Number, Category, Date
Ctrl+Shift+\$	Currency format	Format, Cells, Number, Category, Currency
Ctrl+Shift+%	Percent format	Format, Cells, Number, Category, Percentage
Ctrl+Shift+^	Exponential format	Format, Cells, Number, Category,
Ctrl+Shift+&	Place outline border around selected cells	Format, Cells, Border
Ctrl+Shift+_	Remove outline border	Format, Cells, Border
Ctrl+Shift+*	Select current region	Edit, Goto, Special, Current Region
Ctrl++	Insert	Insert, (Rows, Columns, or Cells) Depends on selection
Ctrl+-	Delete	Delete, (Rows, Columns, or Cells) Depends on selection
Ctrl+1	Format cells dialog box	Format, Cells
Ctrl+2	Bold	Format, Cells, Font, Font Style, Bold
Ctrl+3	Italic	Format, Cells, Font, Font Style, Italic
Ctrl+4	Underline	Format, Cells, Font, Font Style, Underline
Ctrl+5	Strikethrough	Format, Cells, Font, Effects, Strikethrough
Ctrl+6	Show/Hide objects	Tools, Options, View, Objects, Show All/Hide
Ctrl+7	Show/Hide Standard toolbar	View, Toolbars, Standard
Ctrl+8	Toggle Outline symbols	None
Ctrl+9	Hide rows	Format, Row, Hide
Ctrl+0	Hide columns	Format, Column, Hide
Ctrl+Shift+(	Unhide rows	Format, Row, Unhide
Ctrl+Shift+)	Unhide columns	Format, Column, Unhide
Alt or F10	Activate the menu	None
Ctrl+Tab	In toolbar: next toolbar	None
Shift+Ctrl+Tab	In toolbar: previous toolbar	None
Ctrl+Tab	In a workbook: activate next workbook	None
Shift+Ctrl+Tab	In a workbook: activate previous workbook	None
Tab	Next tool	None

Shift+Tab	Previous tool	None
Enter	Do the command	None
Shift+Ctrl+F	Font Drop Down List	Format, Cells, Font
Shift+Ctrl+F+ F	Font tab of Format Cell Dialog box	Format, Cells, Font
Shift+Ctrl+P	Point size Drop Down List	Format, Cells, Font
- CTRL combination shortcut keys -		
- Key Description -		
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+- Displays the Delete dialog box to delete the selected cells.		
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+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+A Selects the entire worksheet.
If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the entire worksheet.
CTRL+SHIFT+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.
CTRL+B Applies or removes bold formatting.
CTRL+C Copies the selected cells.
CTRL+C followed by another CTRL+C displays the Microsoft Office Clipboard.
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.
SHIFT+F5 also displays this dialog box, while SHIFT+F4 repeats the last Find action.
CTRL+G Displays the Go To dialog box.
F5 also displays this 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 or the Edit Hyperlink dialog box for selected existing 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+SHIFT+O selects all cells that contain comments.
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+SHIFT+Z uses the Undo or Redo command to reverse or restore the last automatic correction when AutoCorrect Smart Tags are displayed.

- Function keys -
F1 Displays the Help task pane.
CTRL+F1 closes and reopens the current task pane.
ALT+F1 creates a chart of the data in the current range.
ALT+SHIFT+F1 inserts a new worksheet.
F2 Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off.
SHIFT+F2 edits a cell comment.
F3 Pastes a defined name into a formula.
SHIFT+F3 displays the Insert Function dialog box.
F4 Repeats the last command or action, if possible.
CTRL+F4 closes the selected workbook window.
F5 Displays the Go To dialog box.
CTRL+F5 restores the window size of the selected workbook window.
F6 Switches to the next pane in a worksheet that has been split (Window menu, Split command).
SHIFT+F6 switches to the previous pane in a worksheet that has been split.
CTRL+F6 switches to the next workbook window when more than one workbook window is open.
Note When the task pane is visible, F6 and SHIFT+F6 include that pane when switching between panes.
F7 Displays the Spelling dialog box to check spelling in the active worksheet or selected range.
CTRL+F7 performs the Move command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press ESC.
F8 Turns extend mode on or off. In extend mode, EXT appears in the status line, and the arrow keys extend the selection.
SHIFT+F8 enables you to add a non-adjacent cell or range to a selection of cells by using the arrow keys.
CTRL+F8 performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized.
ALT+F8 displays the Macro dialog box to run, edit, or delete a macro.
F9 Calculates all worksheets in all open workbooks.
F9 followed by ENTER (or followed by CTRL+SHIFT+ENTER for array formulas) calculates the selected a portion of a formula and replaces the selected
SHIFT+F9 calculates the active worksheet.
CTRL+ALT+F9 calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
CTRL+ALT+SHIFT+ F9 rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be
CTRL+F9 minimizes a workbook window to an icon.
F10 Selects the menu bar or closes an open menu and submenu at the same time.
SHIFT+F10 displays the shortcut menu for a selected item.
ALT+SHIFT+F10 displays the menu or message for a smart tag. If more than one smart tag is present, it switches to the next smart tag and displays its menu or message.
CTRL+F10 maximizes or restores the selected workbook window.
F11 Creates a chart of the data in the current range.
SHIFT+F11 inserts a new worksheet.
ALT+F11 opens the Visual Basic Editor, in which you can create a macro by using Visual Basic for Applications (VBA).
ALT+SHIFT+F11 opens the Microsoft Script Editor, where you can add text, edit HTML tags, and modify any script code.
F12 Displays the Save As dialog box.
- Other useful shortcut keys -

ARROW KEYS Move one cell up, down, left, or right in a worksheet.
CTRL+ARROW KEY moves to the edge of the current data region (data region: A range of cells that contains data and that is bounded by empty cells or datasheet borders.) in a worksheet.
SHIFT+ARROW KEY extends the selection of cells by one cell.
CTRL+SHIFT+ARROW KEY extends the selection of cells to the last nonblank cell in the same column or row as the active cell.
LEFT ARROW or RIGHT ARROW selects the menu to the left or right when a menu is visible. When a submenu is open, these arrow keys switch between the main menu and the submenu.
DOWN ARROW or UP ARROW selects the next or previous command when a menu or submenu is open.
In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options.
ALT+DOWN ARROW opens a selected drop-down list.
BACKSPACE Deletes one character to the left in the Formula Bar.
Also clears the content of the active cell.
DELETE Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments.
In cell editing mode, it deletes the character to the right of the insertion point.
END Moves to the cell in the lower-right corner of the window when SCROLL LOCK is turned on.
Also selects the last command on the menu when a menu or submenu is visible.
CTRL+END moves to the last cell on a worksheet, in the lowest used row of the rightmost used column.
CTRL+SHIFT+END extends the selection of cells to the last used cell on the worksheet (lower-right corner).
ENTER Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default).
In a data form, it moves to the first field in the next record.
Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command.
In a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often the OK button).

ALT+ENTER starts a new line in the same cell.
CTRL+ENTER fills the selected cell range with the current entry.
SHIFT+ENTER completes a cell entry and selects the cell above.
ESC Cancels an entry in the cell or Formula Bar.
It also closes an open menu or submenu, dialog box, or message window.
HOME Moves to the beginning of a row in a worksheet.
Moves to the cell in the upper-left corner of the window when SCROLL LOCK is turned on.
Selects the first command on the menu when a menu or submenu is visible.
CTRL+HOME moves to the beginning of a worksheet.
CTRL+SHIFT+HOME extends the selection of cells to the beginning of the worksheet.
PAGE DOWN Moves one screen down in a worksheet.
ALT+PAGE DOWN moves one screen to the right in a worksheet.
CTRL+PAGE DOWN moves to the next sheet in a workbook.
CTRL+SHIFT+PAGE DOWN selects the current and next sheet in a workbook.
PAGE UP Moves one screen up in a worksheet.
ALT+PAGE UP moves one screen to the left in a worksheet.
CTRL+PAGE UP moves to the previous sheet in a workbook.
CTRL+SHIFT+PAGE UP selects the current and previous sheet in a workbook.
SPACEBAR In a dialog box, performs the action for the selected button, or selects or clears a check box.
CTRL+SPACEBAR selects an entire column in a worksheet.
SHIFT+SPACEBAR selects an entire row in a worksheet.
CTRL+SHIFT+SPACEBAR selects the entire worksheet.
If the worksheet contains data, CTRL+SHIFT+SPACEBAR selects the current region. Pressing CTRL+SHIFT+SPACEBAR a second time selects the entire worksheet.
When an object is selected, CTRL+SHIFT+SPACEBAR selects all objects on a worksheet.
ALT+SPACEBAR displays the Control menu for the Excel window.
TAB Moves one cell to the right in a worksheet.
Moves between unlocked cells in a protected worksheet.
Moves to the next option or option group in a dialog box.
SHIFT+TAB moves to the previous cell in a worksheet or the previous option in a dialog box.
CTRL+TAB switches to the next tab in dialog box.
CTRL+SHIFT+TAB switches to the previous tab in a dialog box.