

Excels Keyboard Shortcuts

Shortcut key	Action	Menu equivalent comments	Version
Ctrl+A	Select All	None	All
Ctrl+B	Bold	Format, Cells, Font, Font Style, Bold	All
Ctrl+C	Copy	Edit, Copy	All
Ctrl+D	Fill Down	Edit, Fill, Down	All
Ctrl+F	Find	Edit, Find	All
Ctrl+G	Goto	Edit, Goto	All
Ctrl+H	Replace	Edit, Replace	All
Ctrl+I	Italic	Format, Cells, Font, Font Style, Italic	All
Ctrl+K	Insert Hyperlink	Insert, Hyperlink	Excel 97/2000
Ctrl+N	New Workbook	File, New	All
Ctrl+O	Open	File, Open	All
Ctrl+P	Print	File, Print	All
Ctrl+R	Fill Right	Edit, Fill Right	All
Ctrl+S	Save	File, Save	All
Ctrl+U	Underline	Format, Cells, Font, Underline, Single	All
Ctrl+V	Paste	Edit, Paste	All
Ctrl W	Close	File, Close	Excel 97/2000
Ctrl+X	Cut	Edit, Cut	All
Ctrl+Y	Repeat	Edit, Repeat	All
Ctrl+Z	Undo	Edit, Undo	All
F1	Help	Help, Contents and Index	All
F2	Edit	None	All
F3	Paste Name	Insert, Name, Paste	All
F4	Repeat last action	Edit, Repeat. Works while not in Edit mode.	All
F4	While typing a formula, switch between absolute/relative refs	None	All
F5	Goto	Edit, Goto	All
F6	Next Pane	None	All
F7	Spell check	Tools, Spelling	All

F8	Extend mode	None	All
F9	Recalculate all workbooks	Tools, Options, Calculation, Calc, Now	All
F10	Activate Menubar	N/A	All
F11	New Chart	Insert, Chart	All
F12	Save As	File, Save As	All
Ctrl+:	Insert Current Time	None	All
Ctrl+;	Insert Current Date	None	All
Ctrl+"	Copy Value from Cell Above	Edit, Paste Special, Value	All
Ctrl+'	Copy Formula from Cell Above	Edit, Copy	All
Shift	Hold down shift for additional functions in Excel's menu	none	Excel 97/2000
Shift+F1	What's This?	Help, What's This?	All
Shift+F2	Edit cell comment	Insert, Edit Comments	All
Shift+F3	Paste function into formula	Insert, Function	All
Shift+F4	Find Next	Edit, Find, Find Next	All
Shift+F5	Find	Edit, Find, Find Next	All
Shift+F6	Previous Pane	None	All
Shift+F8	Add to selection	None	All
Shift+F9	Calculate active worksheet	Calc Sheet	All
Shift+F10	Display shortcut menu	None	All
Shift+F11	New worksheet	Insert, Worksheet	All
Shift+F12	Save	File, Save	All
Ctrl+F3	Define name	Insert, Names, Define	All
Ctrl+F4	Close	File, Close	All
Ctrl+F5	XL, Restore window size	Restore	All
Ctrl+F6	Next workbook window	Window, ...	All
Shift+Ctrl+F6	Previous workbook window	Window, ...	All
Ctrl+F7	Move window	XL, Move	All
Ctrl+F8	Resize window	XL, Size	All
Ctrl+F9	Minimize workbook	XL, Minimize	All
Ctrl+F10	Maximize or restore window	XL, Maximize	All
Ctrl+F11	Inset 4.0 Macro sheet	None in Excel 97. In versions prior to 97 - Insert, Macro, 4.0 Macro	All
Ctrl+F12	File Open	File, Open	All
Alt+F1	Insert Chart	Insert, Chart...	All

Alt+F2	Save As	File, Save As	All
Alt+F4	Exit	File, Exit	All
Alt+F8	Macro dialog box	Tools, Macro, Macros in Excel 97 Tools, Macros - in earlier versions	Excel 97/2000
Alt+F11	Visual Basic Editor	Tools, Macro, Visual Basic Editor	Excel 97/2000
Ctrl+Shift+F3	Create name by using names of row and column labels	Insert, Name, Create	All
Ctrl+Shift+F6	Previous Window	Window, ...	All
Ctrl+Shift+F12	Print	File, Print	All
Alt+Shift+F1	New worksheet	Insert, Worksheet	All
Alt+Shift+F2	Save	File, Save	All
Alt+=	AutoSum	No direct equivalent	All
Ctrl+`	Toggle Value/Formula display	Tools, Options, View, Formulas	All
Ctrl+Shift+A	Insert argument names into formula	No direct equivalent	All
Alt+Down arrow	Display AutoComplete list	None	Excel 95
Alt+'	Format Style dialog box	Format, Style	All
Ctrl+Shift+~	General format	Format, Cells, Number, Category, General	All
Ctrl+Shift+!	Comma format	Format, Cells, Number, Category, Number	All
Ctrl+Shift+@	Time format	Format, Cells, Number, Category, Time	All
Ctrl+Shift+#	Date format	Format, Cells, Number, Category, Date	All
Ctrl+Shift+\$	Currency format	Format, Cells, Number, Category, Currency	All
Ctrl+Shift+%	Percent format	Format, Cells, Number, Category, Percentage	All
Ctrl+Shift+^	Exponential format	Format, Cells, Number, Category,	All
Ctrl+Shift+&	Place outline border around selected cells	Format, Cells, Border	All
Ctrl+Shift+_	Remove outline border	Format, Cells, Border	All
Ctrl+Shift+*	Select current region	Edit, Goto, Special, Current Region	All
Ctrl++	Insert	Insert, (Rows, Columns, or	All

		Cells) Depends on selection	
Ctrl+-	Delete	Delete, (Rows, Columns, or Cells) Depends on selection	All
Ctrl+1	Format cells dialog box	Format, Cells	All
Ctrl+2	Bold	Format, Cells, Font, Font Style, Bold	All
Ctrl+3	Italic	Format, Cells, Font, Font Style, Italic	All
Ctrl+4	Underline	Format, Cells, Font, Font Style, Underline	All
Ctrl+5	Strikethrough	Format, Cells, Font, Effects, Strikethrough	All
Ctrl+6	Show/Hide objects	Tools, Options, View, Objects, Show All/Hide	All
Ctrl+7	Show/Hide Standard toolbar	View, Toolbars, Standard	All
Ctrl+8	Toggle Outline symbols	None	All
Ctrl+9	Hide rows	Format, Row, Hide	All
Ctrl+0	Hide columns	Format, Column, Hide	All
Ctrl+Shift+(	Unhide rows	Format, Row, Unhide	All
Ctrl+Shift+)	Unhide columns	Format, Column, Unhide	All
Alt or F10	Activate the menu	None	All
Ctrl+Tab	In toolbar: next toolbar	None	Excel 97/2000
Shift+Ctrl+Tab	In toolbar: previous toolbar	None	Excel 97/2000
Ctrl+Tab	In a workbook: activate next workbook	None	Excel 97/2000
Shift+Ctrl+Tab	In a workbook: activate previous workbook	None	Excel 97/2000
Tab	Next tool	None	Excel 97/2000
Shift+Tab	Previous tool	None	Excel 97/2000
Enter	Do the command	None	Excel 97/2000
Shift+Ctrl+F	Font Drop Down List	Format, Cells, Font	All
Shift+Ctrl+F+F	Font tab of Format Cell Dialog box	Format, Cells, Font	Before 97/2000
Shift+Ctrl+P	Point size Drop Down List	Format, Cells, Font	All