

EXCEL SHORTCUT KEYS LIST

Common Excel Shortcut Keys

Shortcut Keys	Action	Menu
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+X	Cut	Edit>>Cut
Ctrl+Y	Repeat	Edit>>Repeat
Ctrl+Z	Undo	Edit>>Undo

Advanced Excel Shortcuts-Excel Shortcut Keys For Filter

Shortcut Keys	Action	Menu
Alt or F10	Activate the menu	None
Alt+'	Format Style dialog box	Format>>Style
Alt+=	AutoSum	No direct equivalent
Alt+Down arrow	Display AutoComplete list	None
Alt+F1	Insert Chart	Insert>>Chart...
Alt+F11	Visual Basic Editor	Tools>>Macro>>Visual Basic Editor
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+Shift+F1	New worksheet	Insert>>Worksheet
Alt+Shift+F2	Save	File>>Save
Ctrl W	Close	File>>Close
Ctrl+'	Copy Formula from Cell Above	Edit>>Copy
Ctrl+-	Delete	Delete(Rows, Columns, or Cells) Depends on selection
Ctrl+''	Copy Value from Cell Above	Edit>>Paste Special>>Value
Ctrl+:	Insert Current Time	None
Ctrl+;	Insert Current Date	None
Ctrl+`	Toggle Value/Formula display	Tools>>Options>>View>>Formulas
Ctrl++	Insert	Insert(Rows, Columns, or Cells) Depends on selection
Ctrl+0	Hide columns	Format>>Column>>Hide
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+F10	Maximize or restore window	XL>>Maximize
Ctrl+F11	Inset 4.0 Macro sheet	None in Excel 97. In versions prior to 97 - Insert>>Macro4.0 Macro
Ctrl+F12	File Open	File>>Open
Ctrl+F3	Define name	Insert>>Names>>Define
Ctrl+F4	Close	File>>Close
Ctrl+F5	XLRestore window size	Restore
Ctrl+F6	Next workbook window	Window...
Ctrl+F7	Move window	XL>>Move
Ctrl+F8	Resize window	XL>>Size

Ctrl+F9	Minimize workbook	XL>>Minimize
Ctrl+Shift+!	Comma format	Format>>Cells>>Number>>Category>>Number
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+&	Place outline border around selected cells	Format>>Cells>>Border
Ctrl+Shift+(Unhide rows	Format>>Row>>Unhide
Ctrl+Shift+)	Unhide columns	Format>>Column>>Unhide
Ctrl+Shift+*	Select current region	Edit>>Goto>>Special>>Current Region
Ctrl+Shift+@	Time format	Format>>Cells>>Number>>Category>>Time
Ctrl+Shift+^	Exponential format	Format>>Cells>>Number>>Category,
Ctrl+Shift+_	Remove outline border	Format>>Cells>>Border
Ctrl+Shift+~	General format	Format>>Cells>>Number>>Category>>General
Ctrl+Shift+A	Insert argument names into formula	No direct equivalent
Ctrl+Shift+F12	Print	File>>Print
Ctrl+Shift+F3	Create name by using names of row and column labels	Insert>>Name>>Create
Ctrl+Shift+F6	Previous Window	Window...
Ctrl+Tab	In toolbar: next toolbar	None
Ctrl+Tab	In a workbook: activate next workbook	None
Enter	Do the command	None

Excel Functions Shortcut Keys

Shortcut Keys	Action	Menu
F1	Help	Help>>Contents and Index
F10	Activate Menubar	N/A
F11	New Chart	Insert>>Chart
F12	Save As	File>>Save As
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
Shift	Hold down shift for additional functions in Excel's menu	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+F6	Previous workbook window	Window...
Shift+Ctrl+P	Point size Drop Down List	Format>>Cells>>Font
Shift+Ctrl+Tab	In toolbar: previous toolbar	None
Shift+Ctrl+Tab	In a workbook: activate previous workbook	None
Shift+F1	What's This?	Help>>What's This?
Shift+F10	Display shortcut menu	None
Shift+F11	New worksheet	Insert>>Worksheet
Shift+F12	Save	File>>Save
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+Tab	Previous tool	None
Tab	Next tool	None