

Microsoft Excel Keyboard Shortcuts

Key	Alone	Shift	Ctrl	Alt	Ctrl + Shift
F1	Help	What's This Help		Insert Chart Sheet	
F2	Edit Mode	Edit Comment		Save As	
F3	Paste Name Formula	Paste Function	Define Name		Names From Labels
F4	Repeat Action	Find Again	Close Window	Quit Excel	
F5	Goto	Find	Restore Window Size		
F6	Next Pane	Previous Pane	Next Workbook	Switch To VBA	Previous Workbook
F7	Spell Check		Move Window		
F8	Extend Selection	Add To Selection	Resize Window	Macro List	
F9	Calculate All	Calculate Worksheet	Minimize Workbook		
F10	Activate Menu	Context Menu	Restore Workbook		
F11	New Chart	New Worksheet	New Macro Sheet	VB Editor	
F12	Save As	Save	Open		Print
A			Select All		Formula Arguments
B			Bold		
C			Copy		
D			Fill Down	Data Menu	
E				Edit Menu	
F			Find	File Menu	Font Name
G			Goto		
H			Replace	Help Menu	
I			Italics	Insert Menu	
J					
K			Insert Hyperlink		
L					
M					
N			New Workbook		
O			Open Workbook	Format Menu	Select Comments
P			Print		Font Size
Q					
R			Fill Right		
S			Save		

Microsoft Excel Keyboard Shortcuts

Key	Alone	Shift	Ctrl	Alt	Ctrl + Shift
T				Tools Menu	
U			Underline		
V			Paste		
W			Close Workbook	Window Menu	
X			Cut		
Y			Repeat Active		
Z			Undo		
` (~)			Toggle Formula View		General Format
1 (!)			Cell Format		Number Format
2 (@)			Toggle Bold		Time Format
3 (#)			Toggle Italics		Date Format
4 (\$)			Toggle Underline		Currency Format
5 (%)			Toggle Strikethru		Percent Format
6 (^)			a		Exponent Format
7 (&)			a		Apply Border
8 (*)			Outline		Select Region
9 (I)			Hide Rows		Unhide Rows
0 (J)			Hide Columns		Unhide Columns
-			Delete Selection	Control Menu	No Border
= (+)	Formula			Auto Sum	Insert dialog
[Direct Dependents		Direct Precedents
]			All Dependents		All Precedents
; (semicolon)			Insert Date	Select Visible Cells	Insert Time
' (apostrophe)				Style	Copy Cell Value Above
: (colon)			Insert Time		
/			Select Array		Select Array
\			Select Differences		Select Unequal Cells
Insert	Insert Mode		Copy		
Delete	Clear		Delete To End Of Line		
Home	Begin Row		Start Of Worksheet		
End	End Row		End Of Worksheet		

Microsoft Excel Keyboard Shortcuts

Key	Alone	Shift	Ctrl	Alt	Ctrl + Shift
Page Up	Page Up		Previous Worksheet	Left 1 screen	
Page Down	Page Down		Next Worksheet	Right 1 screen	
Left Arrow	Move Left	Select Left	Move Left Area		
Right Arrow	Move Right	Select Right	Move Right Area		
Up Arrow	Move Up	Select Up	Move Up Area		
Down Arrow	Move Down	Select Down	Move Down Area	Drop down list	
Space Bar	Space	Select Row	Select Column	Control Box	Select All
Tab	Move Right	Move Left	Next Window	Next Application	Previous Window
BackSpace			Goto Active Cell		