

MS Excel

Shortcut Keys

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Shortcut Keys	Description
F2	Edit the selected cell
F5	Go to a specific cell
F7	Spell check selected text and/or document
F11	Create chart
Ctrl + Shift + ;	Enter the current time
Ctrl + ;	Enter the current date
Alt + Shift + F1	Insert new worksheet
Shift + F3	Open the Excel formula window
Shift + F5	Bring up the search box
Ctrl + B	Bold highlighted selection
Ctrl + I	Italicize highlighted selection
Ctrl + D	Fill
Ctrl + K	Insert link
Ctrl + F	Open find and replace options
Ctrl + G	Open go-to options
Ctrl + H	Open find and replace options
Ctrl + U	Underline highlighted selection
Ctrl + Y	Underline selected text
Ctrl + 5	Strikethrough highlighted selection
Ctrl + O	Open options
Ctrl + N	Open new document
Ctrl + P	Open print dialog box
Ctrl + Z	Undo the last action
Ctrl + F9	Minimize current window
Ctrl + F10	Maximize currently selected window
Ctrl + F6	Switch between open workbooks/windows

Ctrl + Page up & Page Down	Move between Excel worksheets in the same document
Ctrl + Tab	Move between two or more open Excel files
Alt + =	Create the formula to sum all of the above cells
Ctrl +	Insert the value of the above cell into the current cell
Ctrl + Shift + !	Format number in comma format
Ctrl + Shift + \$	Format number in currency format
Ctrl + Shift + #	Format number in date format
Ctrl + Shift + %	Format number in percentage format
Ctrl + Shift + ^	Format number in scientific format
Ctrl + Shift + @	Format number in time format
Ctrl + (Right arrow)	Move to next section of text
Ctrl + Space	Select entire column
Shift + Space	Select entire row
Ctrl + W	Close document
CTRL + R	Fill to the right
CTRL + 1	Format Cells Dialog box
CTRL + F5	Restore the active workbook window
CTRL + F6	Switch to the next workbook window
CTRL + F9	Minimize the workbook
CTRL + F10	Maximize or restore the workbook
SHIFT + ENTER	Move up in the selection

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