



85+ Keyboard Shortcuts for Microsoft Excel

Version 2
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Formatting

Keystroke	Function
[Ctrl]B	Bold the selection
[Ctrl]I	Italicize the selection
[Ctrl]U	Underline the selection
[Ctrl]5	Strike through the selection
[Alt] and '	Open the Style dialog box
[Ctrl]1	Open the Format Cells dialog box
[Ctrl][Shift]~	Apply General format
[Ctrl][Shift]\$	Apply Currency format
[Ctrl][Shift]%	Apply percentage format
[Ctrl][Shift]#	Apply Date format
[Ctrl][Shift]@	Apply Time format
[Ctrl][Shift]!	Apply Number format
[Ctrl][Shift]^	Apply Exponential number format
[Ctrl][Shift]&	Apply an outline border to selection
[Ctrl][Shift] and _	Remove outline border from selection

Navigation

Keystroke	Function
[Ctrl][Page Down]	Move to the next worksheet in a workbook
[Ctrl][Page Up]	Move to the previous worksheet in a workbook

[Ctrl][F6]	Cycle between open workbooks
Arrow keys	Move one cell up, down, left, or right

Navigation (continued)

[Ctrl] and an arrow key	Move to the edge of the data region
[Home]	Move to the beginning of a row
[Ctrl][Home]	Move to the beginning of a worksheet
[Ctrl][End]	Move to the end of the used portion of a worksheet
[F6]	Move between panes in a split worksheet
[Ctrl][Backspace]	Display the active cell
[Enter]	Move down a cell in a selected range
[Shift][Enter]	Move up a cell in a selected range
[Shift][Tab]	Move one cell to the left in a selected range
[Ctrl] and . (period)	Move from corner cell to corner cell in a selected range

Selection techniques

Keystroke	Function
[Shift][Spacebar]	Select a row
[Ctrl][Spacebar]	Select a column
[Ctrl]A	Select an entire worksheet
[Shift][Home]	Select from current cell(s) to the beginning of the row
[Shift][End][Enter]	Select from current cell(s) to last used cell in row
[Ctrl][Shift][Home]	Select from current cell(s) to the beginning of the worksheet
[Ctrl][Shift][End]	Select from current cell(s) to the end of the used portion of a worksheet
[Ctrl] and *	Select the data region surrounding the active cell
[Ctrl][Shift]O	Select all cells that contain a comment
[Ctrl] and [Select cells that a selected formula directly references

[Ctrl] and]	Select formulas that directly reference the active cell
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Workbook basics

Keystroke	Function
[Ctrl]O	Open a workbook
[Ctrl]N	Create a new workbook
[Ctrl]S	Save a workbook
[F12]	Open the Save As dialog box
[Ctrl]P	Print a workbook
[Ctrl]W	Close a workbook
[Shift][F11]	Insert a new worksheet
[Ctrl]9	Hide selected rows
[Ctrl][Shift]9	Display hidden rows in selection
[Ctrl]0	Hide selected columns
[Ctrl][Shift]0	Display hidden columns in selection
[Ctrl]F	Open the Find tab of the Find And Replace dialog box
[Ctrl]H	Open the Replace tab of the Find And Replace dialog box
[F7]	Run a spelling check on a worksheet or selected text

Working with data

Keystroke	Function
[Enter]	Complete an entry and move to the next cell
[Alt][Enter]	Insert a new line within a cell
[F2]	Enable editing within a cell
[Ctrl][Enter]	Fill selected cells with an entry you type
[Ctrl]D	Fill data down through selected cells
[Ctrl]R	Fill data through selected cells to the right
[Ctrl][F3]	Create a name
[Ctrl]K	Insert a hyperlink
[Ctrl] and ; (semicolon)	Insert the current date

Working with data (continued)

[Ctrl] and : (colon)	Insert the current time
[Ctrl]X	Cut the selected text or objects to the Clipboard
[Ctrl]C	Copy the selected text or objects to the Clipboard
[Ctrl]V	Paste the contents of the Clipboard
[Ctrl]Y	Repeat last action
[Ctrl]Z	Undo last edit
[Ctrl][Delete]	Delete from the insertion point to the end of the line
[Ctrl][Shift]+	Add blank cells
[Ctrl]- (hyphen)	Delete selected cells
[F11]	Create a chart from a range of data

Formula shortcuts

Keystroke	Function
=	Begin a formula
[Ctrl][Shift][Enter]	Enter a formula as an array
[Shift][F3]	Display the Insert Function dialog box (Paste Function in Excel 97)
[F3]	Paste a defined name into a formula
[Alt]=	Insert a SUM AutoSum formula
Type a function in the Formula bar and press [Ctrl]A	Display the Function Arguments dialog box
[Ctrl][Shift] and "	Copy the value from the cell above the current cell into the current cell
[Ctrl] and '	Copy a formula from the cell above the current cell into the current cell
[Ctrl] and `	Toggle between display of formulas and cell values
[F9]	Calculate values for sheets in all open workbooks
[Shift][F9]	Calculate values for the current worksheet
[Esc]	Cancel an entry you're making in a cell or in the formula bar

Faster access to worksheets

When working with large workbooks in which all of the worksheet tabs are not visible, you may get frustrated with scrolling to find the sheet you need. Right-click on any of the tab-scrolling buttons (to the left of the sheet tabs) and a shortcut menu will pop up. You can then select the tab you want.

Opening a workbook at startup

If you spend much of the day working in a specific workbook, you can designate that workbook to open each time Excel launches. Just place the workbook (or a shortcut to the workbook) in the XLStart folder. This technique also works with network shortcuts.

You'll find the XLStart folder in the same place as the Excel program files—typically C:\Program Files\Microsoft Office\Office. After placing the file or shortcut in the XLStart folder, restart Excel to see the file pop open automatically.

Copying styles between workbooks

Creating formatting styles is a real timesaver. If you have formatted a workbook in a particularly useful way and want to continue to use the format in other workbooks, copy the style from one workbook to another:

1. Open the source workbook and the destination workbook.
2. Make sure that the destination workbook is active, go to the Format menu, and choose Style.
3. Click the Merge button.
4. Within the Merge Styles dialog box, select the source workbook from the Merge Styles From list box.
5. Click OK.

Printing formulas

If you have invested time in writing numerous formulas, you may want to print them for safekeeping. Although Excel doesn't include a simple "Print Formulas" button, functionality is built in. Here's how to find it:

6. Go to the Tools menu.
7. Click Options.
8. Within the section called Window Options on the View tab, select Formulas.
9. Click OK.

There is also a keyboard shortcut for this function. Press [Ctrl]~. In both cases, the result is that the formulas, rather than their results, will appear in the worksheet.

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—The BNET Team