

# Ms Excel Shortcuts

- CTRL+( Unhides any hidden rows within the selection.
- CTRL+) Unhides any hidden columns within the selection.
- CTRL+& Applies the outline border to the selected cells.
- CTRL+\_ Removes the outline border from the selected cells.
- CTRL+~ Applies the General number format.
- CTRL+\$ Applies the Currency format with two decimal places (negative numbers in parentheses).
- CTRL+% Applies the Percentage format with no decimal places.
- CTRL+^ Applies the Exponential number format with two decimal places.
- CTRL+# Applies the Date format with the day, month, and year.
- CTRL+@ Applies the Time format with the hour and minute, and AM or PM.
- CTRL+! Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
- CTRL+- Displays the Delete dialog box to delete the selected cells.
- CTRL+< Selects the current region around the active cell (the data area enclosed by blank rows and blank columns).
- CTRL+> In a PivotTable, it selects the entire PivotTable report.
- CTRL+: Enters the current time.
- CTRL+; Enters the current date.
- CTRL+= Alternates between displaying cell values and displaying formulas in the worksheet.
- CTRL+^ Copies a formula from the cell above the active cell into the cell or the Formula Bar.
- CTRL+'' Copies the value from the cell above the active cell into the cell or the Formula Bar.
- CTRL++ Displays the Insert dialog box to insert blank cells.

**CTRL+1** Displays the Format Cells dialog box.

**CTRL+2** Applies or removes bold formatting.

**CTRL+3** Applies or removes italic formatting.

**CTRL+4** Applies or removes underlining.

**CTRL+5** Applies or removes strikethrough.

**CTRL+6** Alternates between hiding objects, displaying objects, and displaying placeholders for objects.

**CTRL+7** Displays or hides the Standard toolbar.

**CTRL+8** Displays or hides the outline symbols.

**CTRL+9** Hides the selected rows.

**CTRL+0** Hides the selected columns.

Selects the entire worksheet.

If the worksheet contains data, **CTRL+A** selects the current region. Pressing **CTRL+A** a second time selects the entire worksheet.

**CTRL+A** When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box.

**CTRL+SHIFT+A** inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.

**CTRL+B** Applies or removes bold formatting.

Copies the selected cells.

**CTRL+C**

**CTRL+C** followed by another **CTRL+C** displays the Microsoft Office Clipboard.

**CTRL+D** Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.

Displays the Find dialog box.

**CTRL+F** **SHIFT+F5** also displays this dialog box, while **SHIFT+F4** repeats the last Find action.

**CTRL+G** Displays the Go To dialog box.

**F5** also displays this dialog box.

**CTRL+H** Displays the Find and Replace dialog box.

**CTRL+I** Applies or removes italic formatting.

**CTRL+K** Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.

**CTRL+L** Displays the Create List dialog box.

**CTRL+N** Creates a new, blank file.

**CTRL+O** Displays the Open dialog box to open or find a file.

**CTRL+SHIFT+O** selects all cells that contain comments.

**CTRL+P** Displays the Print dialog box.

**CTRL+R** Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.

**CTRL+S** Saves the active file with its current file name, location, and file format.

**CTRL+U** Applies or removes underlining.

**CTRL+V** Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you cut or copied an object, text, or cell contents.

**CTRL+W** Closes the selected workbook window.

**CTRL+X** Cuts the selected cells.

**CTRL+Y** Repeats the last command or action, if possible.

Uses the Undo command to reverse the last command or to delete the last entry you typed.

**CTRL+Z** **CTRL+SHIFT+Z** uses the Undo or Redo command to reverse or restore the last automatic correction when AutoCorrect Smart Tags are displayed.

– Function keys

| Key | Description |
|-----|-------------|
|-----|-------------|

|           |                              |
|-----------|------------------------------|
| <b>F1</b> | Displays the Help task pane. |
|-----------|------------------------------|

**CTRL+F1** closes and reopens the current task pane.

**ALT+F1** creates a chart of the data in the current range.

**ALT+SHIFT+F1** inserts a new worksheet.

**F2** Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off.

**SHIFT+F2** edits a cell comment.

**F3** Pastes a defined name into a formula.

**SHIFT+F3** displays the Insert Function dialog box.

**F4** Repeats the last command or action, if possible.

**CTRL+F4** closes the selected workbook window.

**F5** Displays the Go To dialog box.

**CTRL+F5** restores the window size of the selected workbook window.

Switches to the next pane in a worksheet that has been split (Window menu, Split command).

**SHIFT+F6** switches to the previous pane in a worksheet that has been split.

**F6** **CTRL+F6** switches to the next workbook window when more than one workbook window is open.

**Note** When the task pane is visible, **F6** and **SHIFT+F6** include that pane when switching between panes.

**F7** Displays the Spelling dialog box to check spelling in the active worksheet or selected range.

**CTRL+F7** performs the Move command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press ESC.

Turns extend mode on or off. In extend mode, EXT appears in the status line, and the arrow keys extend the selection.

**F8** **SHIFT+F8** enables you to add a non-adjacent cell or range to a selection of cells by using the arrow keys.

**CTRL+F8** performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized.

**ALT+F8** displays the Macro dialog box to run, edit, or delete a macro.

**Calculates all worksheets in all open workbooks.**

**F9** followed by **ENTER** (or followed by **CTRL+SHIFT+ENTER** for array formulas) calculates the selected a portion of a formula and replaces the selected portion with the calculated value.

**SHIFT+F9** calculates the active worksheet.

**F9**

**CTRL+ALT+F9** calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.

**CTRL+ALT+SHIFT+F9** rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.

**CTRL+F9** minimizes a workbook window to an icon.

Selects the menu bar or closes an open menu and submenu at the same time.

**SHIFT+F10** displays the shortcut menu for a selected item.

**F10**

**ALT+SHIFT+F10** displays the menu or message for a smart tag. If more than one smart tag is present, it switches to the next smart tag and displays its menu or message.

**CTRL+F10** maximizes or restores the selected workbook window.

Creates a chart of the data in the current range.

**SHIFT+F11** inserts a new worksheet.

**F11** **ALT+F11** opens the Visual Basic Editor, in which you can create a macro by using Visual Basic for Applications (VBA).

**ALT+SHIFT+F11** opens the Microsoft Script Editor, where you can add text, edit HTML tags, and modify any script code.

**F12** Displays the Save As dialog box.

| Key               | Description  |
|-------------------|--|
|                   | Move one cell up, down, left, or right in a worksheet.                             |
| <b>ARROW KEYS</b> | <b>CTRL+ARROW KEY</b> moves to the edge of the current data region in a worksheet. |
|                   | <b>SHIFT+ARROW KEY</b> extends the selection of cells by one cell.                 |

**CTRL+SHIFT+ARROW KEY** extends the selection of cells to the last nonblank cell in the same column or row as the active cell.

**LEFT ARROW** or **RIGHT ARROW** selects the menu to the left or right when a menu is visible. When a submenu is open, these arrow keys switch between the main menu and the submenu.

**DOWN ARROW** or **UP ARROW** selects the next or previous command when a menu or submenu is open.

In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options.

**ALT+DOWN ARROW** opens a selected drop-down list.

**BACKSPACE** Deletes one character to the left in the Formula Bar.

Also clears the content of the active cell.

**DELETE** Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments.

In cell editing mode, it deletes the character to the right of the insertion point.

Moves to the cell in the lower-right corner of the window when **SCROLL LOCK** is turned on.

Also selects the last command on the menu when a menu or submenu is visible.

**END** **CTRL+END** moves to the last cell on a worksheet, in the lowest used row of the rightmost used column.

**CTRL+SHIFT+END** extends the selection of cells to the last used cell on the worksheet (lower-right corner).

Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default).

In a data form, it moves to the first field in the next record.

**ENTER** Opens a selected menu (press **F10** to activate the menu bar) or performs the action for a selected command.

In a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often the **OK** button).

**ALT+ENTER** starts a new line in the same cell.

**CTRL+ENTER** fills the selected cell range with the current entry.

**SHIFT+ENTER** completes a cell entry and selects the cell above.

**ESC** Cancels an entry in the cell or Formula Bar.

**ESC**

It also closes an open menu or submenu, dialog box, or message window.

Moves to the beginning of a row in a worksheet.

Moves to the cell in the upper-left corner of the window when **SCROLL LOCK** is turned on.

**HOME**

Selects the first command on the menu when a menu or submenu is visible.

**CTRL+HOME** moves to the beginning of a worksheet.

**CTRL+SHIFT+HOME** extends the selection of cells to the beginning of the worksheet.

Moves one screen down in a worksheet.

**PAGE DOWN**

**ALT+PAGE DOWN** moves one screen to the right in a worksheet.

**CTRL+PAGE DOWN** moves to the next sheet in a workbook.

**CTRL+SHIFT+PAGE DOWN** selects the current and next sheet in a workbook.

Moves one screen up in a worksheet.

**PAGE UP**

**ALT+PAGE UP** moves one screen to the left in a worksheet.

**CTRL+PAGE UP** moves to the previous sheet in a workbook.

**CTRL+SHIFT+PAGE UP** selects the current and previous sheet in a workbook.

In a dialog box, performs the action for the selected button, or selects or clears a check box.

**SPACEBAR**

**CTRL+SPACEBAR** selects an entire column in a worksheet.

**SHIFT+SPACEBAR** selects an entire row in a worksheet.

**CTRL+SHIFT+SPACEBAR** selects the entire worksheet.

- If the worksheet contains data, **CTRL+SHIFT+SPACEBAR** selects the current region. Pressing **CTRL+SHIFT+SPACEBAR** a second time selects the entire worksheet.
- When an object is selected, **CTRL+SHIFT+SPACEBAR** selects all objects on a worksheet.

**ALT+SPACEBAR** displays the Control menu for the Excel window.

**Moves one cell to the right in a worksheet.**

**Moves between unlocked cells in a protected worksheet.**

**Moves to the next option or option group in a dialog box.**

**SHIFT+TAB** moves to the previous cell in a worksheet or the previous option in a dialog box.

**CTRL+TAB** switches to the next tab in dialog box.

**CTRL+SHIFT+TAB** switches to the previous tab in a dialog box.

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