MICROSOFT EXCEL KEYBOARD SHORCUTS

F1 Displays the Office Assistant or (Help > Microsoft Excel Help)

F2 Edits the active cell, putting the cursor at the end

F3 Displays the (Insert > Name > Paste) dialog box

F4 Repeats the last worksheet action (Edit > Repeat)

F5 Displays the (Edit > GoTo) dialog box

F6 Moves to the next pane in a workbook (if the window is split)

F7 Displays the (Tools > Spelling) dialog box

F8 Toggles whether to extend a selection with the arrow keys

F9 Calculates All the worksheets in All the open workbooks

F10 Toggles the activation of the Menu Bar

F11 Displays the (Insert > Chart) dialog box that creates a chart (on a chart sheet) using the highlighted range

F12 Displays the (File > Save As) dialog box

Shift + F2 Inserts or edits a cell comment (Insert > Comment)

Shift + F3 Displays the (Insert > Function) dialog box

Shift + F4 Repeats the last Find, the same as (Edit > Find Next)

Shift + F5 Displays the (Edit > Find) dialog box

Shift + F6 Moves to the previous pane in a workbook (if the window is split)

Shift + F8 Toggles between switching Add Mode on or off*

Shift + F9 Calculates just the active worksheet

Shift + F10 Displays the (Shortcut) menu for the selected item

Shift + F11 Inserts a new worksheet (before the active sheet) into the active workbook (Insert > Worksheet)

Shift + F12 Saves, Displays the (File > Save As) dialog box if a new workbook

Ctrl + F1 Closes and reopens the current task pane (ribbon in 2007)

Ctrl + F2 Print Preview

Ctrl + F3 Displays the (Insert > Name > Define) dialog box

Ctrl + **F4** Closes the selected workbook window

Ctrl + **F5** Restores the size of the active workbook or window

Ctrl + **F6** Moves to the next open workbook or window

Ctrl + **F7** Activates the Move window command

Ctrl + **F8** Activates the Resize window command

Ctrl + **F9** Minimises the size of the active workbook or window

Ctrl + **F10** Maximises the size of the active workbook or window

Ctrl + **F12** Displays the (File > Open) dialog box

Alt + **F1** Creates a chart (on a chart sheet) using the highlighted range

Alt + **F2** Displays the (File > Save As) dialog box

Alt + **F4** Closes all the workbooks (saving first) and exits Excel (File > Exit)

Alt + **F8** Displays the (Tools > Macro > Macros) dialog box

Alt + **F11** Toggles between the Visual Basic Editor window and and the Excel window

Alt + **Ctrl** + **F9** Calculates All cells on All worksheets in All workbooks

Alt + **Shift** + **F1** Inserts a new worksheet (before the active sheet) into the active workbook (Insert > Worksheet)

Alt + **Shift** + **F2** Displays the (File > Save As) dialog box

Alt + **Shift** + **F4** Closes all the workbooks (saving first) and exits Excel (File > Exit)

Alt + **Shift** + **F10** Displays the drop-down menu for the corresponding smart tag

Alt + **Shift** + **F11** Activates the Microsoft Script Editor window

Ctrl + **Shift** + **F3** Displays the (Insert > Name > Create) dialog box

Ctrl + **Shift** + **F6** Moves to the previous open workbook or window

Ctrl + **Shift** + **F10** Activates the Menu Bar or Shortcut Characters in 2007

Ctrl + **Shift** + **F12** Displays the (File > Print) dialog box

Ctrl + **0** Hides the columns in the current selection

Ctrl + **1** Displays the formatting dialog box

Ctrl + **2** Toggles bold on the current selection

Ctrl + **3** Toggles italics on the current selection

Ctrl + 4 Toggles underlining on the current selection

Ctrl + 5 Toggles the strikethrough of text on the current selection

Ctrl + 6 Toggles between hiding, displaying

Ctrl + 8 Toggles the display of Outline symbols on the active worksheet

Ctrl + 9 Hides the rows in the current selection (Format > Row > Hide)

Ctrl + Shift + 0 Unhides the columns in the current selection

Ctrl + Shift + 2 Enters the value from the cell directly above into the active cell

Ctrl + Shift + 8 Selects the current region (surrounded by blank rows and columns)

Ctrl + Shift + 9 Unhides the rows in the current selection

Ctrl + A Displays formula palette given a function name or selects the whole worksheet or current date

Ctrl + B Toggles bold on the current selection

Ctrl + C Copies the current selection to the clipboard

Ctrl + D Copies the first cell in the selection downwards

Ctrl + F Displays the Find dialog box

Ctrl + G Displays the GoTo dialog box

Ctrl + H Displays the Replace dialog box

Ctrl + I Toggles italics on the current selection

Ctrl + K Displays the Insert Hyperlink dialog box

Ctrl + L Displays the Create Table dialog box

Ctrl + N Creates a new workbook

Ctrl + O Displays the Open dialog box

Ctrl + P Displays the Print dialog box

Ctrl + R Copies the leftmost cell in the selection to the right

Ctrl + S Saves, Displays the Save As dialog box if a new workbook

Ctrl + U Toggles underlining on the current selection

Ctrl + V Pastes the entry from the clipboard

Ctrl + W Closes the active workbook or window

Ctrl + X Cuts the current selection to the clipboard

Ctrl + Y Repeats the last workbook action Ctrl + Z Undo the last workbook action

Ctrl + Shift + F Activates the Font Tab of the format cells

Ctrl + Shift + O Selects all the cells with comments

Ctrl + Shift + P Activates the Font Size tab of the format cells

Enter Enters the contents of the active cell and moves to the cell below (by default)

Shift + Enter Enters the contents of the active cell and moves to the cell above (by default)

Tab Enters the contents of the active cell and moves one cell to the right

Shift + Tab Enters the contents of the active cell and moves one cell to the left

Alt + = Enters the SUM() function (AutoSum) to sum the adjacent block of cells

Alt + 0128 Enters the euro symbol (€) (using Number keypad)

Alt + 0162 Enters the cent symbol (¢) (using Number keypad)

Alt + 0163 Enters the pound sign symbol (£) (using Number keypad)

Alt + Enter Enters a new line (or carriage return) into a cell

Ctrl + ' Enters the contents from the cell directly above into the active cell

Ctrl + Shift + 2 Enters the value from the cell directly above into the active cell

Ctrl + ; Enters the current date into the active cell

Ctrl + Shift + ; Enters the current time into the active cell

Ctrl + Shift + Enter Enters the formula as an Array Formula

Shift + Insert Enters the data from the clipboard

Alt + Down Arrow Displays the Pick From List drop-down list Esc Cancels the cell entry and restores the original contents

Delete Deletes the selection or one character to the right

Backspace Deletes the selection or one character to the left Shift + Delete Cuts the selection to the clipboard

Ctrl + Delete Deletes text to the end of the line Ctrl + - Displays the Delete dialog box

Ctrl + Shift + = Displays the Cells dialog box

**Ctrl + ** Selects the cells in a selected row that do not match the value in the active cell

**Ctrl + Shift + ** Selects the cells in a selected column that do not match the value in the active cell

Ctrl + / Selects the array containing the active cell ??

Alt + ; Selects the visible cells in the current selection

Ctrl + Shift + (8 or *) Selects the current region (surrounded by blank rows and columns)

Ctrl + * Selects the current region (using the * on the number keyboard)

Ctrl + [Selects all the cells that are directly referred to by the formula in the active cell (precedents)

Ctrl + Shift + [Selects all the cells that are directly (or indirectly) referred to by the formula in the active cell

Ctrl +] Selects all the cells that directly refer to the active cell (dependents)

Ctrl + Shift +] Selects all the cells that directly (or indirectly) refer to the active cell

Ctrl + Shift + Page Down Selects the active worksheet and the one after it

Ctrl + Shift + Page Up Selects the active worksheet and the one before it

Ctrl + Shift + Spacebar Selects all the objects on the worksheet when an object is selected or selects the whole worksheet

Ctrl + Spacebar Selects the current column

Shift + Arrow keys Selects the active cell and the cell in the given direction

Shift + Backspace Selects the active cell when multiple cells are selected

Shift + Spacebar Selects the current row

Ctrl + Shift + Arrow Key Extends the selection to the next cell adjacent to a blank cell in that direction

Ctrl + Shift + End Extends the selection to the last used cell on the worksheet

Ctrl + Shift + Home Extends the selection to the beginning of the worksheet

Shift + Arrow Keys Extends the selection by one cell in that direction

Shift + Home Extends the selection to the first column

Shift + Page Down Extends the selection down one screen

Shift + Page Up Extends the selection up one screen

End + Shift + Arrow Keys Extends the selection to the next non-blank cell in that direction

End + Shift + End Extends the selection to the last cell in the current row*

End + **Shift** + **Home** Extends the selection to last used cell on the worksheet

Alt + **'** Displays the Style dialog box

Ctrl + **Shift** + **(' or)** Applies the Time format "hh:mm" to the selection

Ctrl + **Shift** + **(1 or !)** Applies the Comma separated format "#,##0.00" to the selection

Ctrl + **Shift** + **(4 or $)** Applies the Currency format "£#,##0.00" to the selection

Ctrl + **Shift** + **(5 or %)** Applies the Percentage format "0%" to the selection

Ctrl + **Shift** + **(6 or ^)** Applies the Exponential format "#,##E+02" to the selection

Ctrl + **Shift** + **(# or ~)** Applies the General format to the selection

Ctrl + **(# or ~)** Applies the Custom Date format "dd-mmm-yy" to the selection

Ctrl + **Shift** + **(7 or &)** Applies the outline border to the selection

Ctrl + **Shift** + **(- or _)** Removes all the borders from the selection

Arrow Keys Moves to the next cell in that direction

Ctrl + **Tab** Moves to the next open workbook or window

Alt + **Tab** Moves to the next application open on your computer

Alt + **Shift** + **Tab** Moves to the previous application open on your computer

Enter Moves to the cell directly below

Tab Moves to the next cell on the right (or unprotected cell)

Home Moves to the first column in the current row

End + **Arrow Keys** Moves to the next non empty cell in that direction

End + **Enter** Moves to the last cell in the current row that is not blank

End + **Home** Moves to the last used cell on the active worksheet*

End + **Home** Moves to the last used cell on the active worksheet*

Page Down Moves to the next screen of rows down

Page Up Moves to the previous screen of rows up

Shift + **Enter** Moves to the cell directly above (opposite direction to Enter)

Shift + **Tab** Moves to the cell directly to the left (opposite direction to Tab)

Alt + **Page Down** Moves you one screen of columns to the right

Alt + Page Up Moves you one screen of columns to the left

Ctrl + Home Moves to cell "A1" on the active sheet

Ctrl + End Moves to the last used cell on the active worksheet*

Ctrl + Up Arrow Moves to the first row in the current region

Ctrl + Down Arrow Moves to the last row in the current region

Ctrl + Left Arrow Moves to the first column in the current region

Ctrl + Right Arrow Moves to the last column in the current region

Ctrl + Page Up Moves to the previous worksheet in the workbook

Ctrl + Page Down Moves to the next worksheet in the workbook

Ctrl + Shift + Tab Moves to the previous open workbook or window

Scroll Lock + Arrow Keys Moves the workbook or window one cell the corresponding direction

Scroll Lock + End Moves to the last cell in the current window

Scroll Lock + Home Moves to the first cell in the current window

Scroll Lock + Page Down Moves you down one screen (current selection unchanged

Scroll Lock + Page Up Moves you up one screen (current selection unchanged)

Enter Moves from top to bottom within a selection

Tab Moves from left to right within a selection

Ctrl + . Moves clockwise to the next corner within a selection

Shift + Tab Moves from right to left within a selection (opposite direction to Tab)

Alt + Ctrl + Left Arrow Moves to the left between non adjacent cells in a selection

Alt + Ctrl + Right Arrow Moves to the right between non adjacent cells in a selection

= Starts a Formula

Ctrl + ` Toggles between the value layer and the formula layer

Ctrl + Insert Copies the current selection to the clipboard

Ctrl + Shift + (Unhides any hidden rows within the selection

Ctrl + Shift +) Unhides any hidden columns within the selection

**Ctrl + Shift + ** Select unequal cells

Alt Toggles the activation of the old Menu Bar

Alt + Shift + Left Arrow Displays the (Data > Group and Outline > UnGroup) dialog box

Alt + Shift + Right Arrow Displays the (Data > Group and Outline > Group) dialog box

Alt + Spacebar Activates the Control Box in the top left hand corner

End Toggles between switching End Mode on or off

Scroll Lock Toggles between switching Scroll Lock on or off

Shift + Insert Pastes the entry from the clipboard