

Full Keyboard Shortcuts for Microsoft Excel

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

Key	Alone	Ctrl	Shift	Ctrl Shift	Alt
L					
M					
N		New Workbook			
O		Open Workbook		Select Comments	Format Menu
P		Print		Font Size	
Q					
R		Fill Right			
S		Save			
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 (!)		Format Cells		Number Format	
2 (@)		Toggle Bold		Time Format	
3 (#)		Toggle Italics		Date Format	
4 (\$)		Toggle Underline		Currency Format	
5 (%)		Toggle Strikethru		Percent Format	
6 (^)		Toggle Object Display		Exponent Format	
7 (&)		Show/Hide Standard Toolbar		Apply Border	
8 (*)		Outline		Select Region	

9 (0)		Hide Rows		Unhide Rows	
0 (0)		Hide Columns		Unhide Columns	

Key	Alone	Ctrl	Shift	Ctrl Shift	Alt
-		Delete selected Cells/Rows/Cols		No Border	Control Menu
= (+)	Formula	Calculate All		Insert selected Cells/Rows/Cols	Auto Sum
[Direct Precedents		All Precedents	
]		Direct Dependents		All Dependents	
;		Insert Date		Insert Time	Select Visible Cells
'		Copy Formula From Above		Copy Value Above	Style
:		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			
Page Up	Page Up	Previous Worksheet			Left 1 screen
Page Down	Page Down	Next Worksheet			Right 1 screen
Left Arrow	Move Left	Move Left Area	Select Left		
Right Arrow	Move Right	Move Right Area	Select Right		
Up Arrow	Move Up	Move Up Area	Select Up		
Down Arrow	Move Down	Move Down Area	Select Down		Drop down list
Space Bar	Space	Select Column	Select Row	Select All	Control Box

Tab	Move Right	Next Window	Move Left	Previous Window	Next Application
Enter		Fill Selection With Active Cell	Move Up		Insert new line in cell
BackSpace		Goto Active Cell	Collapse Selection To Active Cell		