

Keyboard Shortcuts for Microsoft Excel

Activity	Shortcut
New file	Ctrl + N
Open file	Ctrl + O
Save file	Ctrl + S
Move between open workbooks	Ctrl + F6
Close file	Ctrl + F4
Save as	F12
Display the print menu	Ctrl + P
Select whole spreadsheet	Ctrl + A
Select column	Ctrl + Space
Select row	Shift + Space
Undo	Ctrl + Z
Redo	Ctrl + Y
Start a formula	Equals Sign (eg. SUM(A1+A2))
Exit Excel	Alt + F4
Move to next cell in row	Tab
Move to previous cell in row	Shift + Tab
Up one screen	Page Up
Down one screen	Page Down
Move to next worksheet	Ctrl + Page Down
Move to previous worksheet	Ctrl + Page Up
Go to first cell in data region	Ctrl + Home
Go to last cell in data region	Ctrl + End
Bold	Ctrl + B
Italic	Ctrl + I

Activity	Shortcut
Underline	Ctrl + U
Strikethrough	Ctrl + 5
Apply outline borders	Ctrl + Shift + 7
Remove all borders	Ctrl + Shift + Underline
Wrap text in same cell	Alt + Enter
Format as currency	Ctrl + Shift + 4
Format as general (to remove any formatting)	Ctrl + Shift + # (hash sign)
Format as percentage	Ctrl + Shift + 5
Format as number	Ctrl + Shift + 1
Select entire worksheet	Ctrl + A
Select entire row	Shift + Spacebar
Select entire column	Ctrl + Spacebar
Manual select	Hold Shift + with Left, Right, Up, Down Arrow Key