

CTRL Keys

- +A** Selects the entire worksheet
- +C** Copy the selection
- +D** Fill down command
- +F** Displays the Find dialog box
- +H** Displays Find and Replace dialog box with Replace tab selected
- +K** Displays Insert hyperlink dialogue
- +L** Displays the Create List dialog box
- +N** Creates a new, blank file
- +O** Displays the Open dialog box to open or find a file
- +P** Displays the Print tab
- +R** Fill to the right
- +S** Saves the active file with its current file name, location, and file format
- +V** Paste the selection
- +W** Closes the selected workbook window
- +Y** Repeats the last command or action
- +Z** Uses Undo command to reverse the last command window
- +0** Hide columns
- +1** Displays the Format Cells dialog box
- +2** Applies or removes bold formatting
- +3** Applies or removes italic formatting
- +4** Applies or removes strikethrough
- +5** Applies or removes underlining
- +6** Alternate hiding & displaying objects, and displaying placeholders
- +8** Displays or hides the outline
- +9** Hide Rows
- +'** Copies formula from the cell above the active cell or Formula Bar
- +;** Enters current date
- + -** Opens Delete dialog box
- + -** Alternates between displaying values and formulas in the cells
- +Pg Dn** Move to the next sheet in the workbook
- +Pg Up** Move to the previous sheet in the workbook
- +Sb** Selects Current Column window

Function Keys

- F1** Display Help or the Office Assistant
- Alt +F1** Creates an embedded chart of the data in the current range
- Alt +Shift + F1** Insert a new worksheet
- F2** Edit the active cell
- Shift +F2** Add or edit a cell comment
- F3** Paste a name into a formula
- Shift +F3** Displays the Insert function dialog box
- F4** Repeats the last command or action
- Ctrl +F4** Closes selected workbook window
- Alt +F4** Closes Microsoft Excel
- F5** Displays the Go To dialog box (also CTRL+G)
- Ctrl +F5** Restore the window size of selected workbook window
- F6** Switch between worksheet, ribbon, task pane and zoom controls in a split worksheet
- Shift +F6** Switches between the worksheet, zoom controls, task pane & ribbon
- Ctrl +F6** Switches to the next workbook window when more than one workbook window is open
- F7** Displays the Spelling dialog box
- Ctrl +F7** Performs the Move command on the workbook window when it is not maximized
- F8** Turns extended mode on or off
- Shift +F8** Enables you to add a non-adjacent cell or range to a selection of cells using the arrow keys
- Ctrl +F8** Performs the Size command when a workbook is not maximized
- Alt +F8** Displays the Macro dialog box
- F9** Calculate worksheets in all open workbooks
- Shift +F9** Calculates the active sheet
- F10** Turns Key tips on or off (Same as ALT)
- Shift +F10** Display the shortcut menu for the selected item
- Ctrl +F10** Maximizes or restores the selected workbook window
- F11** Create a chart of the data in the current range in a separate Chart Sheet
- Shift +F11** Inserts a new worksheet
- Alt +F11** Opens the Microsoft Visual Basic for Applications Editor
- F12** Displays the Save As dialog box