

Microsoft Excel Keyboard Shortcuts

Selecting Data	
Current data region (with any 1 cell selected in the region)	Ctrl+A
Select all	Ctrl+A (twice if in a data region)
From selection to A1	Ctrl+Shift+Home
From selection to column A	Shift+Home
From selection to last cell used (lower right corner)	Ctrl+Shift+End
From selection to the last nonblank cell towards the bottom / top	Ctrl+Shift+↓ / Ctrl+Shift+↑
From selection to last nonblank cell towards the right / left	Ctrl+Shift+→ / Ctrl+Shift+←
Entire column(s) / row(s) of selected cell(s)	Ctrl+Spacebar / Shift+Spacebar
Select all visible cells in current selection	Alt+ ;
Select all cells containing comments	Ctrl+Shift+O (letter O)
Formatting	
Bold / italics / underline / strikethrough on/off	Ctrl+B or Ctrl+I / Ctrl+U / Ctrl+5
Open the Format Cells dialog	Ctrl+1
Apply General format	Ctrl+Shift+~
Apply Currency format with two decimal places	Ctrl+Shift+\$
Apply Percentage format with no decimal places	Ctrl+Shift+%
Apply Date format with the day, month, and year	Ctrl+Shift+#
Apply Number format with two decimal places, thousands separator	Ctrl+Shift+!
Data Entry / Editing	
Insert current date / time (does not update automatically)	Ctrl+; or Ctrl+Shift+ ;
Insert typed data in all selected cells	Ctrl+Enter
Paste a named range into a formula	F3
Change from relative to absolute cell addresses in a formula	F4 (repeatedly to cycle through)
Edit cell, placing cursor at the end of the content	F2
Run Spell Check	F7
Add a line break in a cell	Alt+Enter
Delete to the end of the cell content	Ctrl+Delete
Undo / Redo	Ctrl+Z or Ctrl+Y
Cut / Copy / Paste	Ctrl+X / Ctrl+C / Ctrl+V
Open Find / Replace dialog box	Ctrl+F or Ctrl+H
Open GoTo dialog box	F5
Worksheet & Workbook Navigation	
Go to cell A1	Ctrl+Home
Last cell used (lower right)	Ctrl+End
Column A of current row	Home
Next cell to the right / Previous cell to the left	Tab or Shift+Tab
Move to bottom / top edge of selected data region	Ctrl+↓ / Ctrl+↑
Move to right / left edge of selected data region	Ctrl+→ / Ctrl+←
Next / previous worksheet	Ctrl+PageDown / Ctrl+PageUp
Next / previous workbook window	Ctrl+Tab / Ctrl+Shift+Tab
Worksheet	
Open Help	F1
Insert new worksheet	Shift+F11
Insert / delete columns / rows (select columns or rows first)	Ctrl++ or Ctrl+-
Hide selected rows / columns	Ctrl+9 / Ctrl+0
Show hidden rows / columns (select surrounding columns/rows)	Ctrl+Shift+(or Ctrl+Shift+)
Repeat the last action	F4 or Ctrl+Y
Zoom in/out	Ctrl + mouse wheel up / down
Workbook	
New / Print / Save	Ctrl+N / Ctrl+P / Ctrl+S
Open / Close	Ctrl+O / Ctrl+W