# Microsoft Excel Keyboard Shortcuts

- Alt+Enter Drops a text down to a new line within cell
- Alt+F1 Creates a chart using selected data
- Alt+F8 Displays the Macro dialog box
- Alt+Page Down Moves one screen to the right
- Alt+ Page Up Moves one screen to the left
- Alt+Shift+F1 Inserts a new worksheet
- Alt+Spacebar Displays the Excel Control menu
- Ctrl+; Enters the current date
- Ctrl+` Toggles displaying cell values and formula
- Ctrl+0 (zero) Hides the selected column(s)
- Ctrl+1 Displays the Format Cells dialog box
- Ctrl+2 Toggles bold formatting
- Ctrl+3 Toggles italic formatting
- Ctrl+4 Toggles underlining formatting
- Ctrl+5 Toggles strikethrough formatting
- Ctrl+9 Hides the selected row(s)
- Ctrl+A Selects the worksheet
- Ctrl+Alt+F9 Calculates all open worksheets
- Ctrl+Arrow Key Moves to the edge of the current data block
- Ctrl+B Toggles bold formatting
- Ctrl+C Copies selected items to the Clipboard
- Ctrl+End Moves to the last cell within a workshee
- Ctrl+F Displays the Find dialog box,
- Ctrl+F1 Toggles the Ribbon display
- Ctrl+F10 Toggles maximize / restore window
- Ctrl+F2 Displays the Print Preview view
- Ctrl+F4 Closes the active workbook window
- Ctrl+F6 Cycles between open workbooks
- Ctrl+F9 Minimizes the current workbook
- Ctrl+G Displays the Go To dialog box
- Ctrl+H Displays the Replace dialog box
- Ctrl+Home Moves to the start of the current worksheet
- Ctrl+I Toggles italic formatting
- Ctrl+K Displays the Insert Hyperlink dialog box
- Ctrl+Minus (-) Displays the Delete dialog box
- Ctrl+N Creates a new default workbook
- Ctrl+O Displays the Open dialog box
- Ctrl+P Displays the Print dialog box
- Ctrl+ Page Down Moves to the next sheet within workbook
- Ctrl+ Page Up Moves to the previous sheet
- Ctrl+S Saves the workbook
- Ctrl+Shift+# Date formatting using day, month & year
- Ctrl+Shift+$ Currency formatting 2 decimal place

- Ctrl+Shift+% Applies Percentage formatting
- Ctrl+Shift+& Applies outline border formatting
- Ctrl+Shift+ (Un-hides hidden rows within the selection
- Ctrl+Shift+) Un-hides hidden columns
- Ctrl+Shift+: Enters the current time
- Ctrl+Shift+@ Time formatting using hour and minute
- Ctrl+Shift+~ Applies General number formatting
- Ctrl+Shift+F Displays the Format Cells dialog box
- Ctrl+Shift+Home Extends cell selection to the worksheet start
- Ctrl+Shift+O Selects all cells that contain comments
- Ctrl+Shift+P Displays the Format Cells dialog box
- Ctrl+Shift+U Toggles expanding / collapsing formula bar
- Ctrl+ Spacebar Selects the column containing the active cell
- Ctrl+T Displays the Create Table dialog box
- Ctrl+U Toggle underline formatting
- Ctrl+V Pastes the Clipboard contents
- Ctrl+W Closes the active workbook
- Ctrl+X Cuts the selected item to the Clipboard
- Ctrl+Y Redo
- Ctrl+Z Undo
- F10 Toggles Ribbon Key Tips
- F11 Creates a chart using selected data
- F12 Displays the Save As dialog box
- F1 Help
- F2 Allows you to edit the active cell
- F3 Displays the Paste Name dialog box
- F4 Redo
- F5 Displays the Go To dialog box
- F7 Spell checks the workbook
- F8 Turns extend mode on or off
- F9 Calculates all worksheets
- HOME Moves to the start of a worksheet row
- Page Down Moves one screen down
- Page Up Moves one screen up
- Shift+Arrow Key Extends the cells selection by o cell
- Shift+F11 Inserts a new worksheet
- Shift+F2 Adds or edits a comment within a cell
- Shift+F3 Displays the Insert Function dialog box
- Shift+F9 Calculates the active worksheet
- Shift+ Spacebar Selects the row that the active c is within