

EXCEL SHORTCUT KEYS

F2	Edit the selected cell
F5	Go to a specific cell
F7	Spell check selected text and/or document
F11	Create chart
CTRL + Shift + ;	Enter the current time
CTRL + ;	Enter the current date
Alt + Shift + F1	Insert new worksheet
Shift + F3	Open the Excel formula window
Shift + F5	Bring up search box
CTRL + A	Select all contents of worksheet
CTRL + B	Bold highlighted selection
CTRL + I	Italicize highlighted selection
CTRL + C	Copy selected text
CTRL + V	Paste
CTRL + D	Fill
CTRL + K	Insert link
CTRL + F	Open find and replace options
CTRL + G	Open go-to options
CTRL + H	Open find and replace options
CTRL + U	Underline highlighted selection
CTRL + Y	Underline selected text
CTRL + 5	Strikethrough highlighted selection
CTRL + O	Open options
CTRL + N	Open new document
CTRL + P	Open print dialog box
CTRL + S	Save
CTRL + Z	Undo last action
CTRL + F9	Minimize current window
CTRL + F10	Maximize currently selected window
CTRL + F6	Switch between open workbooks/windows
CTRL + Page up & Page Down	Move between Excel worksheets in the same document
CTRL + Tab	Move between two or more open Excel files
Alt + =	Create formula to sum all of above cells
CTRL + *	Insert value of above cell into current cell
CTRL + Shift + !	Format number in comma format
CTRL + Shift + \$	Format number in currency format
CTRL + Shift + #	Format number in date format
CTRL + Shift + %	Format number in percentage format
CTRL + Shift + ^	Format number in scientific format
CTRL + Shift + @	Format number in time format
Ctrl + →	Move to next section of text
Ctrl + Space	Select entire column
Shift + Space	Select entire row
Ctrl + W	Close document