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Formatting

Keystroke	Function
[Ctrl]B	Bold the selection
[Ctrl]I	Italicize the selection
[Ctrl]U	Underline the selection
[Ctrl]5	Strike through the selection
[Alt] and '	Open the Style dialog box
[Ctrl]1	Open the Format Cells dialog box
[Ctrl][Shift]~	Apply General format
[Ctrl][Shift]\$	Apply Currency format
[Ctrl][Shift]%	Apply percentage format
[Ctrl][Shift]#	Apply Date format
[Ctrl][Shift]@	Apply Time format
[Ctrl][Shift]!	Apply Number format
[Ctrl][Shift]^	Apply Exponential number format
[Ctrl][Shift]&	Apply an outline border to selection
[Ctrl][Shift] and _	Remove outline border from selection

Navigation

Keystroke	Function
[Ctrl][Page Down]	Move to the next worksheet in a workbook
[Ctrl][Page Up]	Move to the previous worksheet in a workbook
[Ctrl][F6]	Cycle between open workbooks
Arrow keys	Move one cell up, down, left, or right

[Ctrl] and an arrow key	Move to the edge of the data region
[Home]	Move to the beginning of a row
[Ctrl][Home]	Move to the beginning of a worksheet
[Ctrl][End]	Move to the end of the used portion of a worksheet
[F6]	Move between panes in a split worksheet
[Ctrl][Backspace]	Display the active cell
[Enter]	Move down a cell in a selected range
[Shift][Enter]	Move up a cell in a selected range
[Shift][Tab]	Move one cell to the left in a selected range
[Ctrl] and . (period)	Move from corner cell to corner cell in a selected range

Selection techniques

Keystroke	Function
[Shift][Spacebar]	Select a row
[Ctrl][Spacebar]	Select a column
[Ctrl]A	Select an entire worksheet
[Shift][Home]	Select from current cell(s) to the beginning of the row
[Shift][End][Enter]	Select from current cell(s) to last used cell in row
[Ctrl][Shift][Home]	Select from current cell(s) to the beginning of the worksheet
[Ctrl][Shift][End]	Select from current cell(s) to the end of the used portion of a worksheet
[Ctrl] and *	Select the data region surrounding the active cell
[Ctrl][Shift]O	Select all cells that contain a comment
[Ctrl] and [Select cells that a selected formula directly references
[Ctrl] and]	Select formulas that directly reference the active cell

Workbook basics

Keystroke	Function
[Ctrl]O	Open a workbook
[Ctrl]N	Create a new workbook
[Ctrl]S	Save a workbook
[F12]	Open the Save As dialog box
[Ctrl]P	Print a workbook
[Ctrl]W	Close a workbook
[Shift][F11]	Insert a new worksheet
[Ctrl]9	Hide selected rows
[Ctrl][Shift]9	Display hidden rows in selection
[Ctrl]0	Hide selected columns
[Ctrl][Shift]0	Display hidden columns in selection
[Ctrl]F	Open the Find tab of the Find And Replace dialog box
[Ctrl]H	Open the Replace tab of the Find And Replace dialog box
[F7]	Run a spelling check on a worksheet or selected text

Working with data

Keystroke	Function
[Enter]	Complete an entry and move to the next cell
[Alt][Enter]	Insert a new line within a cell
[F2]	Enable editing within a cell
[Ctrl][Enter]	Fill selected cells with an entry you type
[Ctrl]D	Fill data down through selected cells
[Ctrl]R	Fill data through selected cells to the right
[Ctrl][F3]	Create a name
[Ctrl]K	Insert a hyperlink
[Ctrl] and ; (semicolon)	Insert the current date
[Ctrl] and : (colon)	Insert the current time

[Ctrl]X	Cut the selected text or objects to the Clipboard
[Ctrl]C	Copy the selected text or objects to the Clipboard
[Ctrl]V	Paste the contents of the Clipboard
[Ctrl]Y	Repeat last action
[Ctrl]Z	Undo last edit
[Ctrl][Delete]	Delete from the insertion point to the end of the line
[Ctrl][Shift]+	Add blank cells
[Ctrl]- (hyphen)	Delete selected cells
[F11]	Create a chart from a range of data

Formula shortcuts

Keystroke	Function
=	Begin a formula
[Ctrl][Shift][Enter]	Enter a formula as an array
[Shift][F3]	Display the Insert Function dialog box (Paste Function in Excel 97)
[F3]	Paste a defined name into a formula
[Alt]=	Insert a SUM AutoSum formula
Type a function in the Formula bar and press [Ctrl]A	Display the Function Arguments dialog box
[Ctrl][Shift] and "	Copy the value from the cell above the current cell into the current cell
[Ctrl] and '	Copy a formula from the cell above the current cell into the current cell
[Ctrl] and `	Toggle between display of formulas and cell values
[F9]	Calculate values for sheets in all open workbooks
[Shift][F9]	Calculate values for the current worksheet
[Esc]	Cancel an entry you're making in a cell or in the formula bar

Additional resources

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- Check out all of TechRepublic's [free newsletters](#)
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Version history

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