

Excel Keyboard Shortcuts for PC Users

Listed below are useful keyboard shortcuts.

CTRL+(Unhides any hidden rows within the selection.
CTRL+)	Unhides any hidden columns within the selection.
CTRL+&	Applies the outline border to the selected cells.
CTRL+_	Removes the outline border from the selected cells.
CTRL+~	Applies the General number format.
CTRL+\$	Applies the Currency format with two decimal places (negative numbers in parentheses).
CTRL+%	Applies the Percentage format with no decimal places.
CTRL+^	Applies the Exponential number format with two decimal places.
CTRL+#	Applies the Date format with the day, month, and year.
CTRL+@	Applies the Time format with the hour and minute, and AM or PM.
CTRL+!	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
CTRL+-	Displays the Delete dialog box to delete the selected cells.
CTRL+*	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.
CTRL+:	Enters the current time.
CTRL+;	Enters the current date.
CTRL+`	Alternates between displaying cell values and displaying formulas in the worksheet.
CTRL+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
CTRL+"	Copies the value from the cell above the active cell into the cell or the Formula Bar.
CTRL++	Displays the Insert dialog box to insert blank cells.
CTRL+1	Displays the Format Cells dialog box.
CTRL+2	Applies or removes bold formatting.
CTRL+3	Applies or removes italic formatting.

CTRL+4	Applies or removes underlining.
CTRL+5	Applies or removes strikethrough.
CTRL+6	Alternates between hiding objects, displaying objects, and displaying placeholders for objects.
CTRL+7	Displays or hides the Standard toolbar.
CTRL+8	Displays or hides the outline symbols.
CTRL+9	Hides the selected rows.
CTRL+0	Hides the selected columns.
CTRL+A	Selects the entire worksheet.
CTRL+B	Applies or removes bold formatting.
CTRL+C	Copies the selected cells.
CTRL+D	Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.
CTRL+F	Displays the Find dialog box.
CTRL+G	Displays the Go To dialog box.
CTRL+H	Displays the Find and Replace dialog box.
CTRL+I	Applies or removes italic formatting.
CTRL+K	Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.
CTRL+L	Displays the Create List dialog box.
CTRL+N	Creates a new, blank file.
CTRL+O	Displays the Open dialog box to open or find a file.
CTRL+P	Displays the Print dialog box.
CTRL+R	Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.
CTRL+S	Saves the active file with its current file name, location, and file format.
CTRL+U	Applies or removes underlining.
CTRL+V	Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you cut or copied an object, text, or cell contents.
CTRL+W	Closes the selected workbook window.
CTRL+X	Cuts the selected cells.
CTRL+Y	Repeats the last command or action.
CTRL+Z	Uses the Undo command to reverse the last command or to delete the last entry you typed.

F1	<p>Displays the Help task pane.</p> <p>ALT+F1 creates a chart of the data in the current range.</p> <p>ALT+SHIFT+F1 inserts a new worksheet.</p>
F2	<p>Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off.</p> <p>SHIFT+F2 edits a cell comment.</p>
F3	<p>Pastes a defined name into a formula.</p> <p>SHIFT+F3 displays the Insert Function dialog box.</p>
F4	<p>Repeats the last command or action, if possible.</p> <p>CTRL+F4 closes the selected workbook window.</p>
F5	<p>Displays the Go To dialog box.</p> <p>CTRL+F5 restores the window size of the selected workbook window.</p>
F6	<p>Switches to the next pane in a worksheet that has been split (Window menu, Split command).</p> <p>SHIFT+F6 switches to the previous pane in a worksheet that has been split.</p> <p>CTRL+F6 switches to the next workbook window when more than one workbook window is open.</p>
F7	<p>Displays the Spelling dialog box to check spelling in the active worksheet or selected range.</p> <p>CTRL+F7 performs the Move command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press ESC.</p>
F8	<p>Turns extend mode on or off. In extend mode, EXT appears in the status line, and the arrow keys extend the selection.</p> <p>SHIFT+F8 enables you to add a non-adjacent cell or range to a selection of cells by using the arrow keys.</p> <p>CTRL+F8 performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized.</p> <p>ALT+F8 displays the Macro dialog box to run, edit, or delete a macro.</p>

F9	<p>Calculates all worksheets in all open workbooks.</p> <p>F9 followed by ENTER (or followed by CTRL+SHIFT+ENTER for array formulas) calculates the selected a portion of a formula and replaces the selected portion with the calculated value.</p> <p>SHIFT+F9 calculates the active worksheet.</p> <p>CTRL+ALT+F9 calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.</p> <p>CTRL+ALT+SHIFT+F9 rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.</p> <p>CTRL+F9 minimizes a workbook window to an icon.</p>
F10	<p>Selects the menu bar or closes an open menu and submenu at the same time.</p> <p>SHIFT+F10 displays the shortcut menu for a selected item.</p> <p>ALT+SHIFT+F10 displays the menu or message for a smart tag. If more than one smart tag is present, it switches to the next smart tag and displays its menu or message.</p> <p>CTRL+F10 maximizes or restores the selected workbook window.</p>
F11	<p>Creates a chart of the data in the current range.</p> <p>SHIFT+F11 inserts a new worksheet.</p> <p>ALT+F11 opens the Visual Basic Editor, in which you can create a macro by using Visual Basic for Applications (VBA).</p> <p>ALT+SHIFT+F11 opens the Microsoft Script Editor, where you can add text, edit HTML tags, and modify any script code.</p>
F12	<p>Displays the Save As dialog box.</p>