

With a few exceptions, these keyboard shortcuts also apply to Microsoft Excel 2003, 2007, and 2010.

On a Macintosh, many shortcuts require the Command key rather than the Control key.

### Data:

Current date .....	Ctrl+; [semicolon]
Current time .....	Ctrl+: [colon]
New line within cell .....	Alt+Enter
Repeat data above cell .....	Ctrl+' [apostrophe]

### Formatting:

Bold .....	Ctrl+B
Border, outside selected cells .....	Ctrl+&
Border, remove .....	Ctrl+_
Currency format .....	Ctrl+\$
Date format (14-Mar-99) .....	Ctrl+#
Font dialog box .....	Ctrl+Shift+P
Format Cells dialog box .....	Ctrl+1 [one]
General number format .....	Ctrl+~
Italic .....	Ctrl+I
Number format (2 dec. places) .....	Ctrl+!
Percent Style .....	Ctrl+%
Strikethrough .....	Ctrl+5
Time format .....	Ctrl+@
Underline .....	Ctrl+U

### Formulas:

Absolute cell address (in formulas) .....	F4
Calculate (if auto-recalc is off) .....	F9
Create Names .....	Ctrl+Shift+F3
Display all formulas, on / off .....	Ctrl+'`
“Insert Function” dialog box .....	Shift+F3
Name Manager dialog box .....	Ctrl+F3
Paste Name dialog box .....	F3

### General:

Chart based on selected cells, embedded .....	Alt+F1
Chart based on selected cells, new sheet .....	F11
Close Excel .....	Alt+F4
Close workbook .....	Ctrl+W
Close workbook .....	Ctrl+F4
Comment .....	Shift+F2
Comment, delete .....	Shift+F10
Control menu for Excel window .....	Alt+Spacebar
Copy .....	Ctrl+C
“Create Table” dialog box .....	Ctrl+T
Cut contents of the selected cell .....	Ctrl+X
“Delete” dialog box .....	Ctrl+Minus (-)
Save As .....	F12
Edit active cell .....	F2
“Extend” mode, on / off .....	F8
Fill Down to selected cells .....	Ctrl+D
Fill Right to selected cells .....	Ctrl+R

Find and Replace .....	Ctrl+F
Help .....	F1
Hide columns .....	Ctrl+0
Hide rows .....	Ctrl+9
Hyperlink .....	Ctrl+K
“Insert” dialog box .....	Ctrl+Shift+Plus (+)
Macro dialog box .....	Alt+F8
Minimize workbook .....	Ctrl+F9
New macro worksheet .....	Ctrl+F11
New worksheet .....	Shift+F11
New workbook .....	Ctrl+N
Next workbook .....	Ctrl+F6
Open .....	Ctrl+O
Open .....	Ctrl+F12
Paste .....	Ctrl+V
Print .....	Ctrl+P
Print Preview .....	Ctrl+F2
Repeat last command .....	Ctrl+Y
Repeat last command .....	F4
Replace .....	Ctrl+H
Restore worksheet (size) .....	Ctrl+F10
Ribbon, display or hide .....	Ctrl+F1
Right mouse button, emulate .....	Shift+F10
Save .....	Ctrl+S
Select region around active cell .....	Ctrl+Shift+*
Spell check .....	F7
“Start” menu .....	Ctrl+Esc
Switches between worksheet, Ribbon, task pane, and Zoom controls .....	F6
Undo .....	Ctrl+Z
Unhide hidden rows .....	Ctrl+Shift+(
Visual Basic editor .....	Alt+F11

### Navigate:

Beginning of worksheet .....	Ctrl+Home
Edge of data region .....	Ctrl+[arrow key]
Next / Previous worksheet .....	Ctrl+PgUp / PgDn
“Go To” dialog box .....	F5
“Go To” dialog box .....	Ctrl+G
Last cell of worksheet .....	Ctrl+End
Move one screen to left .....	Alt+PgUp
Move one screen to right .....	Alt+PgDn

### Select:

Add non-adjacent cell .....	Shift+F8
Entire worksheet (All) .....	Ctrl+A
Entire column .....	Ctrl+Spacebar
Entire row .....	Shift+Spacebar
Extend to last cell .....	Ctrl+Shift+[arrow key]