

With a few exceptions, these keyboard shortcuts also apply to Microsoft Excel 2003, 2007, 2010, 2013, and 2016. 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]