

# Microsoft Excel All Short Cut Key

## HI-TECH COMPUTERS ROH

<b>Shortcut Key</b>	<b>Function</b>
<b>Ctrl + N</b>	<b>New Workbook</b>
<b>Ctrl + O</b>	<b>Open Workbook</b>
<b>Ctrl + S</b>	<b>Save Workbook</b>
<b>Ctrl + P</b>	<b>Print Workbook</b>
<b>Ctrl + C</b>	<b>Copy</b>
<b>Ctrl + X</b>	<b>Cut</b>
<b>Ctrl + V</b>	<b>Paste</b>
<b>Ctrl + Z</b>	<b>Undo</b>
<b>Ctrl + Y</b>	<b>Redo</b>
<b>Ctrl + A</b>	<b>Select All</b>
<b>Ctrl + F</b>	<b>Find</b>
<b>Ctrl + H</b>	<b>Replace</b>
<b>Ctrl + B</b>	<b>Bold</b>
<b>Ctrl + I</b>	<b>Italic</b>
<b>Ctrl + U</b>	<b>Underline</b>
<b>Ctrl + K</b>	<b>Insert Hyperlink</b>
<b>Ctrl + 1</b>	<b>Format Cells Dialog Box</b>

<b>Ctrl + Shift + L</b>	<b>Apply/Remove Filter</b>
<b>Ctrl + ;</b>	<b>Insert Current Date</b>
<b>Ctrl + Shift + :</b>	<b>Insert Current Time</b>
<b>Ctrl + Home</b>	<b>Go to Beginning</b>
<b>Ctrl + End</b>	<b>Go to Last Used Cell</b>
<b>Ctrl + Arrow Key</b>	<b>Move to Data Edge</b>
<b>Ctrl + Page Up</b>	<b>Previous Worksheet</b>
<b>Ctrl + Page Down</b>	<b>Next Worksheet</b>
<b>F2</b>	<b>Edit Active Cell</b>
<b>F4</b>	<b>Repeat Last Action / Absolute Reference</b>
<b>F7</b>	<b>Spelling Check</b>
<b>F11</b>	<b>Create Chart</b>
<b>F12</b>	<b>Save As</b>
<b>Alt + =</b>	<b>AutoSum</b>
<b>Ctrl + D</b>	<b>Fill Down</b>
<b>Ctrl + R</b>	<b>Fill Right</b>
<b>Ctrl + Enter</b>	<b>Fill Selected Cells</b>
<b>Ctrl + Space</b>	<b>Select Entire Column</b>
<b>Shift + Space</b>	<b>Select Entire Row</b>
<b>Ctrl + Shift + +</b>	<b>Insert New Row/Column</b>

<b>Ctrl + -</b>	<b>Delete Row/Column</b>
<b>Ctrl + Shift + \$</b>	<b>Currency Format</b>
<b>Ctrl + Shift + %</b>	<b>Percentage Format</b>
<b>Ctrl + Shift + #</b>	<b>Date Format</b>
<b>Ctrl + Shift + @</b>	<b>Time Format</b>
<b>Ctrl + Shift + !</b>	<b>Number Format</b>
<b>Ctrl + Shift + ^</b>	<b>Scientific Format</b>
<b>Ctrl + Shift + &amp;</b>	<b>Apply Border</b>
<b>Ctrl + Shift + _</b>	<b>Remove Border</b>
<b>Alt + Enter</b>	<b>New Line in Same Cell</b>
<b>Ctrl + T</b>	<b>Create Table</b>
<b>Ctrl + Shift + U</b>	<b>Expand/Collapse Formula Bar</b>
<b>Ctrl + `</b>	<b>Show/Hide Formulas</b>
<b>Ctrl + 9</b>	<b>Hide Rows</b>
<b>Ctrl + 0</b>	<b>Hide Columns</b>
<b>Ctrl + Shift + 9</b>	<b>Unhide Rows</b>
<b>Ctrl + Shift + 0</b>	<b>Unhide Columns</b>
<b>Alt + F1</b>	<b>Create Embedded Chart</b>
<b>Shift + F11</b>	<b>New Worksheet</b>
<b>Ctrl + Tab</b>	<b>Switch Workbook</b>

<b>Ctrl + Shift + Tab</b>	<b>Previous Workbook</b>
<b>Ctrl + Alt + V</b>	<b>Paste Special</b>
<b>Ctrl + Shift + "</b>	<b>Copy Cell Value from Above</b>
<b>Ctrl + '</b>	<b>Copy Formula from Above</b>
<b>Ctrl + [</b>	<b>Go to Referenced Cell</b>
<b>Ctrl + ]</b>	<b>Go to Dependent Cell</b>
<b>Key</b>	<b>Function</b>
<b>F1</b>	<b>Help</b>
<b>F2</b>	<b>Edit Cell</b>
<b>F3</b>	<b>Paste Name</b>
<b>F4</b>	<b>Repeat Action</b>
<b>F5</b>	<b>Go To</b>
<b>F6</b>	<b>Next Pane</b>
<b>F7</b>	<b>Spelling Check</b>
<b>F8</b>	<b>Extend Selection</b>
<b>F9</b>	<b>Calculate Workbook</b>
<b>F10</b>	<b>Activate Menu</b>
<b>F11</b>	<b>Create Chart</b>
<b>F12</b>	<b>Save As</b>