

Address: Street No. 5, Madhu Vihar, Uttam Nagar, New Delhi 110059 Google Maps: UNITED TECH ERA | <u>www.unitedinstitute.org.in</u> EXCEL SHORT-CUT KEYS

Function Keys	
Shortcut Key:	Functionality:
F1	Displays The Microsoft Office Excel Help Task Pane
F2	Edits The Active Cell, Putting The Cursor At The End
F3	Displays The Paste Name Dialog Box
F4	Repeats The Last Command Or Action, If Possible
F5	Displays The Go To Dialog Box
F6	Switches Between The Worksheet, Ribbon, Task Pane, And Zoom Controls
F7	Displays The Spelling Dialog Box
F8	Turns Extend Mode On Or Off
F9	Calculates All Worksheets In All Open Workbooks
F10	Turns Key Tips On Or Off
F11	Creates A Chart (On A Chart Sheet) Using The Highlighted Range
F12	Displays The Save As Dialog Box



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EXCEL SHORT-CUT KEYS

	SHIFT + Function Keys	
Shortcut Key:	Functionality:	
Shift + F2	Inserts Or Edits A Cell Comment	
Shift + F3	Displays The Insert Function Dialog Box	
Shift + F4	Repeats The Last Find, The Same As Find Next	
Shift + F5	Displays The Find Dialog Box	
Shift + F6	Switches Between The Worksheet, Zoom Controls, Task Pane, And Ribbon	
Shift + F8	Enables The User To Add A Nonadjacent Cell Or Range To A Selection Of Cells By Using The Arrow Keys	
Shift + F9	Calculates The Active Worksheet	
Shift + F10	Displays The (Shortcut) Menu For The Selected Item	
Shift + F11	Inserts A New Worksheet	
Shift + F12	Displays The Save As Dialog Box	



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EXCEL SHORT-CUT KEYS

CTRL + Function Keys		
Shortcut Key:	Functionality:	
Ctrl + F1	Displays Or Hides The Ribbon	
Ctrl + F2	Displays The Print Preview Window	
Ctrl + F3	Displays The Name Manager Dialog Box	
Ctrl + F4	Closes The Selected Workbook Window	
Ctrl + F5	Restores The Window Size Of The Selected Workbook Window	
Ctrl + F6	Moves To The Next Open Workbook Or Window	
Ctrl + F7	Performs The Move Window Command When The Window Is Not Maximized	
Ctrl + F8	Performs The Size Window Command When The Window Is Not Maximized	
Ctrl + F9	Minimizes The Workbook Window To An Icon	
Ctrl + F10	Maximizes Or Restores The Selected Workbook Window	
Ctrl + F11	Inserts A New Macro Sheet	
Ctrl + F12	Displays The Open Dialog Box	



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EXCEL SHORT-CUT KEYS

CTRL + Number Keys	
Shortcut Key:	Functionality:
Ctrl + 0	Hides The Selected Columns
Ctrl + 1	Displays The Format Cells Dialog Box
Ctrl + 2	Toggles Bold On The Current Selection
Ctrl + 3	Toggles Italics On The Current Selection
Ctrl + 4	Toggles Underlining On The Current Selection
Ctrl + 5	Toggles The Strikethrough Of Text On The Current Selection
Ctrl + 6	Alternates Between Hiding Objects, Displaying Objects, And Displaying Placeholders For Objects
Ctrl + 8	Toggles The Display Of Outline Symbols
Ctrl + 9	Hides The Selected Rows



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EXCEL SHORT-CUT KEYS

CTRL + Alphabet Keys	
Shortcut Key:	Functionality:
Ctrl + A	Selects The Entire Worksheet
Ctrl + B	Toggles Bold On The Current Selection
Ctrl + C	Copies The Current Selection To The Clipboard
Ctrl + D	Copies The Contents And Format Of The First Cell In The Selection Downwards
Ctrl + F	Displays The Find Dialog Box
Ctrl + G	Displays The Go To Dialog Box
Ctrl + H	Displays The Replace Dialog Box
Ctrl + I	Toggles Italics On The Current Selection
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 Table Dialog Box
Ctrl + N	Creates A New Blank Workbook
Ctrl + O	Displays The Open Dialog Box
Ctrl + P	Displays The Print Dialog Box
Ctrl + R	Copies The Contents And Format Of The Leftmost Cell In The Selection To The Right
Ctrl + S	Saves The Active File
Ctrl + U	Toggles Underlining On The Current Selection
Ctrl + V	Pastes The Contents Of The Clipboard At The Insertion Point
Ctrl + W	Closes The Selected Workbook Window
Ctrl + X	Cuts The Current Selection To The Clipboard
Ctrl + Y	Repeats The Last Command Or Action, If Possible
Ctrl + Z	Undo The Last Command Or Action



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	Other Shortcuts Keys
Shortcut Key:	Functionality:
Ctrl + Shift + A	Inserts Argument Names And Parentheses When The Insertion Point Is To The Right Of A Function Name In A Formula
Ctrl + Shift + F Or Ctrl + Shift + P	Opens The Format Cells Dialog Box With The Font Tab Selected
Ctrl + Shift + O	Selects All The Cells With Comments
Enter	Enters The Contents Of The Active Cell And Moves To The Cell Below
Shift + Enter	Enters The Contents Of The Active Cell And Moves To The Cell Above
Tab	Enters The Contents Of The Active Cell And Moves One Cell (Unlocked In A Protected Worksheet) To The Right
Shift + Tab	Enters The Contents Of The Active Cell And Moves One Cell (Unlocked In A Protected Worksheet) To The Left
Alt + =	Enters The SUM() Function In The Active Cell
Alt + 0128	Enters The Euro Symbol (€) (Using Number Keypad)
Alt + 0162	Enters The Cent Symbol (¢) (Using Number Keypad)
Alt + 0163	Enters The Pound Sign Symbol (£) (Using Number Keypad)
Alt + 0165	Enters The Yen Symbol (¥) (Using Number Keypad)
Alt + Enter	Enters A New Line (Or Carriage Return) Into A Cell
Ctrl + '	Enters The Formula From The Cell Directly Above Into The Active Cell
Ctrl+;	Enters The Current Date Into The Active Cell
Ctrl + Enter	Enters The Contents Of The Active Cell To The Selected Cell Range
Ctrl + Shift + :	Enters The Current Time Into The Active Cell
Shift + Insert	Enters The Data From The Clipboard



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EXCEL SHORT-CUT KEYS

Other Shortcuts Keys	
Shortcut Key:	Functionality:
Alt + Down Arrow	Displays A Drop-Down List Of The Values In The Current Column Of A Range
Esc	Cancels The Cell Entry
Ctrl + Tab	Switches To The Next Tab In A Dialog Box
Ctrl + Shift + Tab	Switches To The Previous Tab In A Dialog Box
Home	Moves To The First Column In The Current Row
End + Arrow Key	Move By One Block Of Data Within A Row Or Column
Page Down	Moves One Screen Down In A Worksheet
Page Up	Moves One Screen Up In A Worksheet
Alt + Page Down	Moves One Screen To The Right In A Worksheet
Alt + Page Up	Moves One Screen To The Left In A Worksheet
Ctrl + Home	Moves To The Beginning (Cell —A1") Of A Worksheet
Ctrl + End	Moves To The Last Cell On A Worksheet, In The Lowest Used Row Of The Rightmost Used Column
Ctrl + Arrow Key	Moves To The Edge Of The Current Data Region
Ctrl + Page Up	Moves To The Previous Worksheet In A Workbook
Ctrl + Page Down	Moves To The Next Worksheet In A Workbook
Scroll Lock + Arrow Key	Moves The Workbook Window By One Cell In The Corresponding Direction
Scroll Lock + End	Moves To The Last Cell In The Current Workbook Window
Scroll Lock + Home	Moves To The First Cell In The Current Workbook Window
Scroll Lock + Page Down	Moves You Down One Screen (Current Selection Unchanged)
Scroll Lock + Page Up	Moves You Up One Screen (Current Selection Unchanged)



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EXCEL SHORT-CUT KEYS

Other Shortcuts Keys		
Shortcut Key:	Functionality:	
Ctrl +.	Moves Clockwise To The Next Corner Within A Selected Range	
Ctrl + Alt + Left Arrow	Switches To The Next Non-Adjacent Selection To The Left	
Ctrl + Alt + Right Arrow	Switches To The Next Non-Adjacent Selection To The Right	
=	Starts A Formula	
Ctrl + `	Alternates Between Displaying Cell Values And Displaying Formulas In The Worksheet	
Ctrl + Delete	Deletes Text To The End Of The Line	
Ctrl + Insert	Copies The Current Selection To The Clipboard	
Ctrl + Shift + (Unhide Any Hidden Rows Within The Selection	
Ctrl + Shift +)	Unhide Any Hidden Columns Within The Selection	
Alt	Shows Key Tips	
Alt + Shift + Left Arrow	Displays The Ungroup Dialog Box	
Alt + Shift + Right Arrow	Displays The Group Dialog Box	
Alt + Backspace	Undo The Last Action	
Alt + Spacebar	Displays The Control Menu For The Microsoft Office Excel Window	
Alt + - (From The Numeric Keypad)	Displays The Excel Application Control Menu	
End	Moves To The Cell In The Lower-Right Corner Of The Window When SCROLL LOCK Is Turned On.	
Delete	Deletes The Selection Or One Character To The Right	
Backspace	Deletes The Selection Or One Character To The Left	
Shift + Delete	Cuts The Selection To The Clipboard	
Ctrl + -	Displays The Delete Dialog Box	



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EXCEL SHORT-CUT KEYS

Other Shortcuts Keys	
Shortcut Key:	Functionality:
Alt + Down Arrow	Displays A Drop-Down List Of The Values In The Current Column Of A Range
Esc	Cancels The Cell Entry
Ctrl + Tab	Switches To The Next Tab In A Dialog Box
Ctrl + Shift + Tab	Switches To The Previous Tab In A Dialog Box
Home	Moves To The First Column In The Current Row
End + Arrow Key	Move By One Block Of Data Within A Row Or Column
Page Down	Moves One Screen Down In A Worksheet
Page Up	Moves One Screen Up In A Worksheet
Alt + Page Down	Moves One Screen To The Right In A Worksheet
Alt + Page Up	Moves One Screen To The Left In A Worksheet
Ctrl + Home	Moves To The Beginning (Cell —A1") Of A Worksheet
Ctrl + End	Moves To The Last Cell On A Worksheet, In The Lowest Used Row Of The Rightmost Used Column
Ctrl + Arrow Key	Moves To The Edge Of The Current Data Region
Ctrl + Page Up	Moves To The Previous Worksheet In A Workbook
Ctrl + Page Down	Moves To The Next Worksheet In A Workbook
Scroll Lock + Arrow Key	Moves The Workbook Window By One Cell In The Corresponding Direction
Scroll Lock + End	Moves To The Last Cell In The Current Workbook Window
Scroll Lock + Home	Moves To The First Cell In The Current Workbook Window
Scroll Lock + Page Down	Moves You Down One Screen (Current Selection Unchanged)
Scroll Lock + Page Up	Moves You Up One Screen (Current Selection Unchanged)



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EXCEL SHORT-CUT KEYS

Other Shortcuts Keys	
Shortcut Key:	Functionality:
Ctrl + Shift + =	Displays The Insert Dialog Box
Ctrl + Backspace	Scrolls To Display The Active Cell
Ctrl + Shift + U	Switches Between Expanding And Collapsing Of The Formula Bar



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EXCEL SHORT-CUT KEYS

Selecting Data	
Shortcut Key:	Functionality:
Ctrl + \	Selects The Cells In A Selected Row That Do Not Match The Value In The Active Cell
$Ctrl + Shift + \setminus$	Selects The Cells In A Selected Column That Do Not Match The Value In The Active Cell
Ctrl + /	Selects The Array Containing The Active Cell
Alt+;	Selects The Visible Cells In The Current Selection
Ctrl + Shift + *	Selects The Current Region Around The Active Cell (Surrounded By Blank Rows And Columns). In A PivotTable, It Selects The Entire PivotTable Report
Ctrl + [Selects All The Cells That Are Directly Referred To By The Formula In The Active Cell (Precedents)
Ctrl + Shift + [Selects All The Cells That Are Directly (Or Indirectly) Referred To By The Formula In The Active Cell
Ctrl +]	Selects All The Cells That Directly Refer To The Active Cell (Dependents)
Ctrl + Shift +]	Selects All The Cells That Directly (Or Indirectly) Refer To The Active Cell
Ctrl + Shift + Down	Page Selects The Active Worksheet And The One After It
Ctrl + Shift + PageUp	Selects The Active Worksheet And The One Before It
Ctrl + Shift + Spacebar	Selects All The Objects On A Worksheet When An Object Is Selected Or Selects The Entire Worksheet
Ctrl + Spacebar	Selects An Entire Column In A Worksheet
Shift + Spacebar	Selects An Entire Row In A Worksheet
Shift + Arrow Key	Selects The Active Cell And The Cell In The Given Direction
Shift + Backspace	Selects The Active Cell When Multiple Cells Are Selected



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EXCEL SHORT-CUT KEYS

Extending Data	
Shortcut Key:	Functionality:
Ctrl + Shift + Arrow Key	Extends The Selection To The Last Non-Blank Cell In The Same Column Or Row As The Active Cell, Or If The Next Cell Is Blank, Extends The Selection To The Next Non-Blank Cell
Ctrl + Shift + End	Extends The Selection To The Last Used Cell On The Worksheet
Ctrl + Shift + Home	Extends The Selection To The Beginning Of The Worksheet
Shift + Arrow Key	Extends The Selection By One Cell In That Direction
Shift + Home	Extends The Selection To The First Column
Shift + Page Down	Extends The Selection Down One Screen
Shift + Page Up	Extends The Selection Up One Screen
End, Shift + Arrow Key	Extends The Selection To The Next Non-Blank Cell In That Direction



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EXCEL SHORT-CUT KEYS

Formatting Data	
Shortcut Key:	Functionality:
Alt + '	Displays The Style Dialog Box
Ctrl + Shift + !	Applies The Number Format With Two Decimal Places, Thousands Separator, And Minus Sign (-) For Negative Values
Ctrl + Shift + \$	Applies The Currency Format With —\$" Sign And Two Decimal Places (Negative Numbers In Parentheses)
Ctrl + Shift + %	Applies The Percentage Format With No Decimal Places
Ctrl + Shift + ^	Applies The Exponential Number Format With Two Decimal Places
Ctrl + Shift + ~	Applies The General Number Format
Ctrl + Shift + @	Applies Time Format With The Hour And Minute, And AM Or PM
Ctrl + Shift + #	Applies The Date Format "DD-MMM-YY" To The Selection
Ctrl + Shift + &	Applies The Outline Border To The Selected Cells
Ctrl + Shift + _	Removes The Outline Border From The Selected Cells