

Excel Keyboard Shortcuts

Move cursor

Keys	Function
↑	Up one row
↓	Down one row
←	One column to the left
→	One column to the right
[Home]	Go to first column
[PgDn]	Down one screen
[PgUp]	Up one screen
[Ctrl] [PgDn]	Next sheet
[Ctrl] [PgUp]	Previous sheet
[Ctrl] [Home]	Go to cell A1
[Ctrl] [End]	Go to last cell of sheet
[Ctrl] [Tab]	Go to next workbook
[Ctrl] → or [End] →	Go to end of data (other arrows also work)
[Ctrl] G or [F5]	Go to specific cell

Select multiple cells

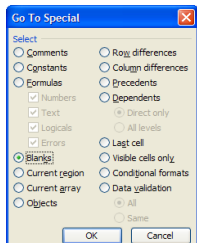
Keys	Function
[Ctrl] [Space]	Select column
[Shift] [Space]	Select row
[Shift] ←	Select one more cell to the left
[Shift] →	Select one more cell to the right
[Shift] ↓	Select one more cell down
[Shift] ↑	Select one more cell up
[Ctrl] A	Select All cells

File Functions

Keys	Function
[Ctrl] W	Close Window (File)
[Ctrl] O	Open
[Ctrl] S	Save
[F12]	Save As
[Ctrl] N	New Workbook
[Ctrl] P	Print

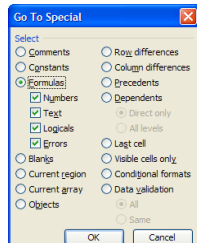
Select blank cells

1. Press [Ctrl] G.
2. Click **Special...**.
3. Choose **Blanks**.
4. Click **OK**.



Select cells with formulas

1. Press [Ctrl] G.
2. Click **Special...**.
3. Choose **Formulas**.
4. Click **OK**.



Function Keys

Keys	Function
[F1]	Help
[F2]	Edit cell formula
[Ctrl] [F2]	Print Preview
[F3]	Paste Name box
[F4]	Toggle Absolute / Relative Reference
[F5]	Go to specific cell
[F6]	Go to next pane
[F7]	Check spelling
[F8]	Toggle extended mode
[F9]	Recalculate
[F10] or [Alt]	Activate Menu/Ribbon
[F11]	Auto Graph/Chart
[F12]	Save As

Other Shortcut Keys

Keys	Function
[Ctrl] 1	Format cells
[Ctrl] B	Bold
[Ctrl] I	Italic
[Ctrl] U	Underline
[Ctrl] X	Cut
[Ctrl] C	Copy
[Ctrl] V	Paste
[Ctrl] Z	Undo
[Ctrl] Y	Redo
[Ctrl] +	Insert
[Ctrl] -	Delete Cell
[Ctrl] F	Find
[Ctrl] H	Replace
[Delete]	Erase cell contents
[Enter]	Finish data entry
[Esc]	Cancel edit
[Alt] [Enter]	Insert carriage return
[Ctrl] ;	Insert current date
[Ctrl] :	Insert current time
[Ctrl] `	Toggle display of formulas vs. value
[Ctrl] L or [Ctrl] T	Create List/Table
[Alt] =	AutoSum

Go to a worksheet quickly

1. Position the cursor over any of the four arrows in the bottom left corner of the workbook.
2. Right click.
3. Left click on the desired sheet.

