

Frequently used Keyboard shortcuts

To do this	Press
Close a workbook.	Ctrl+W
Open a workbook.	Ctrl+O
Go to the Home tab.	Alt+H
Save a workbook.	Ctrl+S
Copy selection.	Ctrl+C
Paste selection.	Ctrl+V
Undo recent action.	Ctrl+Z
Remove cell contents.	Delete
Choose a fill color.	Alt+H, H
Cut selection.	Ctrl+X
Go to the Insert tab.	Alt+N
Apply bold formatting.	Ctrl+B
Center align cell contents.	Alt+H, A, C
Go to the Page Layout tab.	Alt+P
Go to the Data tab.	Alt+A
Go to the View tab.	Alt+W
Add borders.	Alt+H, B
Delete column.	Alt+H, D, C
Go to the Formula tab.	Alt+M
Hide the selected rows.	Ctrl+9
Hide the selected columns.	Ctrl+0

Keyboard shortcuts for navigating in cells

To do this	Press
Move to the previous cell in a worksheet or the previous option in a dialog box.	Shift+Tab
Move one cell up in a worksheet.	Up arrow key
Move one cell down in a worksheet.	Down arrow key
Move one cell left in a worksheet.	Left arrow key
Move one cell right in a worksheet.	Right arrow key
Move to the edge of the current data region in a worksheet.	Ctrl+Arrow key
Enter the End mode, move to the next nonblank cell in the same column or row as the active cell, and turn off End mode. If the cells are blank, move to the last cell in the row or column.	End, Arrow key
Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.	Ctrl+End
Extend the selection of cells to the last used cell on the worksheet (lower-right corner).	Ctrl+Shift+End
Move to the cell in the upper-left corner of the window when Scroll lock is turned on.	Home+Scroll lock
Move to the beginning of a worksheet.	Ctrl+Home
Move one screen down in a worksheet.	Page down
Move to the next sheet in a workbook.	Ctrl+Page down
Move one screen to the right in a worksheet.	Alt+Page down
Move one screen up in a worksheet.	Page up
Move one screen to the left in a worksheet.	Alt+Page up
Move to the previous sheet in a workbook.	Ctrl+Page up
Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.	Tab key
Open the list of validation choices on a cell that has data validation option applied to it.	Alt+Down arrow key
Cycle through floating shapes, such as text boxes or images.	Ctrl+Alt+5, then the Tab key repeatedly
Exit the floating shape navigation and return to the normal navigation.	Esc
Scroll horizontally.	Ctrl+Shift, then scroll your mouse wheel up to go left, down to go right
Zoom in.	Ctrl+Alt+Equal sign (=)
Zoom out.	Ctrl+Alt+Minus sign (-)

Keyboard shortcuts for formatting cells In EXCEL

To do this	Press
Open the Format Cells dialog box.	Ctrl+1
Format fonts in the Format Cells dialog box.	Ctrl+Shift+F or Ctrl+Shift+P
Insert a note.	Shift+F2
Open and edit a cell note.	Shift+F2
Insert a threaded comment.	Ctrl+Shift+F2
Open and reply to a threaded comment.	Ctrl+Shift+F2
Open the Insert dialog box to insert blank cells.	Ctrl+Shift+Plus sign (+)
Open the Delete dialog box to delete selected cells.	Ctrl+Minus sign (-)
Enter the current time.	Ctrl+Shift+Colon (:)
Enter the current date.	Ctrl+Semicolon (;)
Switch between displaying cell values or formulas in the worksheet.	Ctrl+Grave accent (`)
Copy a formula from the cell above the active cell into the cell or the formula bar.	Ctrl+Apostrophe (')
Move the selected cells.	Ctrl+X
Copy the selected cells.	Ctrl+C
Paste content at the insertion point, replacing any selection.	Ctrl+V
Open the Paste Special dialog box.	Ctrl+Alt+V
Italicize text or remove italic formatting.	Ctrl+I or Ctrl+3
Bold text or remove bold formatting.	Ctrl+B or Ctrl+2
Underline text or remove underline.	Ctrl+U or Ctrl+4
Apply or remove strikethrough formatting.	Ctrl+5
Switch between hiding objects, displaying objects, and displaying placeholders for objects.	Ctrl+6
Apply an outline border to the selected cells.	Ctrl+Shift+Ampersand sign (&)
Remove the outline border from the selected cells.	Ctrl+Shift+Underscore (_)
Display or hide the outline symbols.	Ctrl+8
Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.	Ctrl+D
Apply the General number format.	Ctrl+Shift+Tilde sign (~)
Apply the Currency format with two decimal places (negative numbers in parentheses).	Ctrl+Shift+Dollar sign (\$)
Apply the Percentage format with no decimal places.	Ctrl+Shift+Percent sign (%)
Apply the Date format with the day, month, and year.	Ctrl+Shift+Number sign (#)
Apply the Time format with the hour and minute, and AM or PM.	Ctrl+Shift+At sign (@)
Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	Ctrl+Shift+Exclamation point (!)
Open the Insert hyperlink dialog box.	Ctrl+K
Check spelling in the active worksheet or selected range.	F7
Display the Quick Analysis options for selected cells that contain data.	Ctrl+Q
Display the Create Table dialog box.	Ctrl+L or Ctrl+T
Open the Workbook Statistics dialog box.	Ctrl+Shift+G

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.