SkillForge SkillSheet

Microsoft Excel 2010/13/16 Keyboard Shortcuts

Frequently Used Shortcuts

In order to…	Press
Close a spreadsheet	Ctrl+W
Open a spreadsheet	Ctrl+O
Save a spreadsheet	Ctrl+S
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Remove cell contents	Delete key
Choose a fill color	Alt+H, H
Cut	Ctrl+X
Bold	Ctrl+B
Center align cell contents	Alt+H, A, then C
Format a cell from context menu	Shift+F10 or Context key
Add borders	Alt+H, B
Delete column	Alt+H, D, then C

The Function Keys—What They Do

Key	Description
F1	Displays the Excel Help task pane. Ctrl+F1 displays or hides the ribbon. Alt+F1 creates an embedded chart of the data in the current range. Alt+Shift+F1 inserts a new worksheet.
F2	Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference. Shift+F2 adds or edits a cell comment. Ctrl+F2 displays the print preview area on the Print tab in the Backstage view.
F3	Displays the Paste Name dialog box. Available only if names have been defined in the workbook (Formulas tab, Defined Names group, Define Name). Shift+F3 displays the Insert Function dialog box.
F4	Repeats the last command or action, if possible. When a cell reference or range is selected in a formula, F4 cycles through all the various combinations of absolute and relative references. Ctrl+F4 closes the selected workbook window. Alt+F4 closes Excel.
F5	Displays the Go To dialog box. Ctrl+F5 restores the window size of the selected workbook window.
F6	Switches between the worksheet, ribbon, task pane, and Zoom controls. In a worksheet that has been split (View menu, Manage This Window, Freeze Panes, Split Window command), F6 includes the split panes when switching between panes and the ribbon area. Shift+F6 switches between the worksheet, Zoom controls, task pane, and ribbon. Ctrl+F6 switches to the next workbook window when more than one workbook window is open.
F7	Displays the Spelling dialog box to check spelling in the active worksheet or selected range. Ctrl+F7 performs the Move command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press Enter, or Esc to cancel.
F8	Turns extend mode on or off. In extend mode, Extended Selection appears in the status line, and the arrow keys extend the selection. Shift+F8 enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys. Ctrl+F8 performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized. Alt+F8 displays the Macro dialog box to create, run, edit, or delete a macro.
F9	Calculates all worksheets in all open workbooks. Shift+F9 calculates the active worksheet. Ctrl+Alt+F9 calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation. Ctrl+Alt+Shift+F9 rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated. Ctrl+F9 minimizes a workbook window to an icon.
F10	Turns key tips on or off. (Pressing Alt does the same thing.) Shift+F10 displays the shortcut menu for a selected item. Alt+Shift+F10 displays the menu or message for an Error Checking button. Ctrl+F10 maximizes or restores the selected workbook window.
F11	Creates a chart of the data in the current range in a separate Chart sheet. Shift+F11 inserts a new worksheet. Alt+F11 opens the Microsoft Visual Basic For Applications Editor, in which you can create a macro by using Visual Basic for Applications (VBA).
F12	Displays the Save As dialog box.

SkillForge SkillSheet

Navigating in the Workbook

In order to…	Press
Move to the previous cell in a worksheet	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 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	PgDn
Move to the next sheet in a workbook	Ctrl+PgDn
Move one screen to the right in a worksheet	Alt+PgDn
Move one screen up in a worksheet	PgUp
Move one screen to the left in a worksheet	Alt+PgUp
Move to the previous sheet in a workbook	Ctrl+PgUp
Move one cell to the right in a worksheet	Tab

Selecting Items, Performing Actions

In order to…	Press
Select the entire worksheet	Ctrl+A or Ctrl+Shift+Spacebar
Select the current and next sheet in a workbook	Ctrl+Shift+Page Down
Select the current and previous sheet in a workbook	Ctrl+Shift+Page Up
Extend the selection of cells by one cell	Shift+arrow key
Extend the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, to the next nonblank cell	Ctrl+Shift+arrow key
Turn extend mode on and use the arrow keys to extend a selection. Press again to turn off	Turn extend mode on and use the arrow keys to extend a selection. Press again to turn off. F8
Add a non-adjacent cell or range to a selection of cells by using the arrow keys	Shift+F8
Start a new line in the same cell	Alt+Enter
Fill the selected cell range with the current entry	Ctrl+Enter
Complete a cell entry and select the cell above	Shift+Enter
Select an entire column in a worksheet	Ctrl+Spacebar
Select an entire row in a worksheet	Shift+Spacebar
Select all objects on a worksheet when an object is selected	Ctrl+Shift+Spacebar
Extend the selection of cells to the beginning of the worksheet	Ctrl+Shift+Home
Select the current region if the worksheet contains data. Press a second time to select the current region and its summary rows. Press a third time to select the entire worksheet	Ctrl+A or Ctrl+Shift+Spacebar
Select the current region around the active cell or select an entire PivotTable report	Ctrl+Shift+asterisk (*)
Select the first command on the menu when a menu or submenu is visible	Home
Repeat the last command or action, if possible	Ctrl+Y
Undo the last action	Ctrl+Z