

# Microsoft Excel 2007 Keyboard Shortcuts

## CTRL combination shortcut keys

<b>CTRL+Shift+U</b>	Unhides any hidden rows within the selection.
<b>CTRL+Shift+V</b>	Unhides any hidden columns within the selection.
<b>CTRL+Shift+B</b>	Applies the outline border to the selected cells.
<b>CTRL+Shift_</b>	Removes the outline border from the selected cells.
<b>CTRL Shift + ~</b>	Applies the General number format in Microsoft Excel.
<b>CTRL+Shift+\$</b>	Applies the Currency format with two decimal places (negative numbers in parentheses).
<b>CTRL+Shift+%</b>	Applies the Percentage format with no decimal places.
<b>CTRL+Shift+E</b>	Applies the Exponential number format with two decimal places.
<b>CTRL+Shift+D</b>	Applies the Date format with the day, month, and year.
<b>CTRL+Shift+M</b>	Applies the Time format with the hour and minute, and AM or PM.
<b>CTRL+Shift+!</b>	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
<b>CTRL+Shift+*</b>	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.
<b>CTRL+Shift+;</b>	Enters the current time.
<b>CTRL+Shift+&gt;</b>	Copies the value from the cell above the active cell into the cell or the Formula Bar.
<b>CTRL Shift Plus ( + )</b>	Displays the Insert dialog box to insert blank cells in Microsoft Excel.
<b>CTRL+Minus (-)</b>	Displays the Delete dialog box to delete the selected cells.
<b>CTRL+;</b>	Enters the current date.
<b>CTRL+`</b>	Alternates between displaying cell values and displaying formulas in the worksheet.
<b>CTRL+^</b>	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
<b>CTRL+I</b>	Displays the Format Cells dialog box.
<b>CTRL+B</b>	Applies or removes bold formatting.
<b>CTRL+I</b>	Applies or removes italic formatting.
<b>CTRL+U</b>	Applies or removes underlining in Microsoft Excel.
<b>CTRL+5</b>	Applies or removes strikethrough.
<b>CTRL+H</b>	Alternates between hiding objects, displaying objects, and displaying placeholders for objects.
<b>CTRL+8</b>	Displays or hides the outline symbols.
<b>CTRL+9</b>	Hides the selected rows.
<b>CTRL+0</b>	Hides the selected columns in Microsoft Excel.
<b>CTRL+A</b>	Selects the entire worksheet. If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the current region and its summary rows. Pressing CTRL+A a third time selects the entire worksheet. When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box. CTRL+SHIFT+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.
<b>CTRL+B</b>	Applies or removes bold formatting.
<b>CTRL+C</b>	Copies the selected cells. CTRL+C followed by another CTRL+C displays the Clipboard.
<b>CTRL+D</b>	Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.
<b>CTRL+F</b>	Displays the Find and Replace dialog box, with the Find tab selected. SHIFT+F5 also displays this tab, while SHIFT+F4 repeats the last Find action. CTRL+SHIFT+F opens the Format Cells dialog box with the Font tab selected.
<b>CTRL+G</b>	Displays the Go To dialog box. F5 also displays this dialog box.
<b>CTRL+H</b>	Displays the Find and Replace dialog box, with the Replace tab selected.
<b>CTRL+I</b>	Applies or removes italic formatting in Microsoft Excel.
<b>CTRL+K</b>	Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.
<b>CTRL+N</b>	Creates a new, blank workbook.
<b>CTRL+O</b>	Displays the Open dialog box to open or find a file. CTRL SHIFT O selects all cells that contain

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**Annelies Wilder-Smith**



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