

Sometimes it's quicker to use the keyboard rather than the mouse. Below is a listing of the most common shortcut keys used in Microsoft Excel (for most Windows versions).

SHORTCUT	DESCRIPTION
Ctrl + N	Create a new blank workbook
Ctrl + O	Open an existing Excel file
Ctrl + W	Close the selected workbook
Ctrl + S	Save the active workbook
F12	Open the Save As dialog box
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
Ctrl + A	Select the entire worksheet
Ctrl + C	Copy the selected cells
Ctrl + X	Cut the selected cells
Ctrl + V	Paste the contents of the clipboard
Ctrl + P	Print the current workbook
Ctrl + B	Apply or remove bold
Ctrl + U	Apply or remove underline
Ctrl + I	Apply or remove italic
FS or Ctrl + G	Display Go To dialog box
Ctrl + F or H	Open Find or Find/Replace
Shift + F11	Insert a new worksheet
F1	Display Help window
F2	Edit the active cell
Shift + F3	Display Insert Function dialog box
Arrow Keys	Move one cell at a time

SHORTCUT	DESCRIPTION
F7	Open Spellcheck
F11	Create chart from selected data
Tab	Move one cell to the right
Shift + Tab	Move one cell to the left
Delete	Remove selected cell contents
Enter	Complete a cell entry and select the cell below
Esc	Cancel entry in a cell or formula
Home	Move to beginning of a row
Page Down	Move one screen down
Page Up	Move one screen up
Ctrl + 1	Display Format Cells dialog box
Ctrl + `	Display cell values or formulas
Ctrl + +	Display Insert dialog box
Ctrl + Home	Move to beginning of a worksheet
Ctrl + End	Move to the last cell with contents
Shift + Spcbr	Select entire row
Ctrl + Spcbr	Select entire column
Ctrl + Shift + \$	Apply Currency format
Ctrl + Shift + %	Apply Percentage format
Alt + =	Insert the Auto Sum formula
Ctrl + F1	Hide or show the ribbon

Excel 2013 Keyboard Shortcuts Cheatsheet

R Bogdan



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