

Microsoft Excel 2007 Keyboard Shortcuts

CTRL combination shortcut keys

CTRL+Shift+U	Unhides any hidden rows within the selection.
CTRL+Shift+V	Unhides any hidden columns within the selection.
CTRL+Shift+B	Applies the outline border to the selected cells.
CTRL+Shift_	Removes the outline border from the selected cells.
CTRL Shift + ~	Applies the General number format in Microsoft Excel.
CTRL+Shift+\$	Applies the Currency format with two decimal places (negative numbers in parentheses).
CTRL+Shift+%	Applies the Percentage format with no decimal places.
CTRL+Shift+E	Applies the Exponential number format with two decimal places.
CTRL+Shift+D	Applies the Date format with the day, month, and year.
CTRL+Shift+M	Applies the Time format with the hour and minute, and AM or PM.
CTRL+Shift+!	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
CTRL+Shift+*	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.
CTRL+Shift+;	Enters the current time.
CTRL+Shift+>	Copies the value from the cell above the active cell into the cell or the Formula Bar.
CTRL Shift Plus (+)	Displays the Insert dialog box to insert blank cells in Microsoft Excel.
CTRL+Minus (-)	Displays the Delete dialog box to delete the selected cells.
CTRL+;	Enters the current date.
CTRL+`	Alternates between displaying cell values and displaying formulas in the worksheet.
CTRL+^	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
CTRL+I	Displays the Format Cells dialog box.
CTRL+B	Applies or removes bold formatting.
CTRL+I	Applies or removes italic formatting.
CTRL+U	Applies or removes underlining in Microsoft Excel.
CTRL+5	Applies or removes strikethrough.
CTRL+H	Alternates between hiding objects, displaying objects, and displaying placeholders for objects.
CTRL+O	Displays or hides the outline symbols.
CTRL+9	Hides the selected rows.
CTRL+0	Hides the selected columns in Microsoft Excel.
CTRL+A	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.
CTRL+B	Applies or removes bold formatting.
CTRL+C	Copies the selected cells. CTRL+C followed by another CTRL+C displays the Clipboard.
CTRL+D	Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.
CTRL+F	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.
CTRL+G	Displays the Go To dialog box. F5 also displays this dialog box.
CTRL+H	Displays the Find and Replace dialog box, with the Replace tab selected.
CTRL+I	Applies or removes italic formatting in Microsoft Excel.
CTRL+K	Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.
CTRL+N	Creates a new, blank workbook.
CTRL+O	Displays the Open dialog box to open or find a file. CTRL SHIFT O selects all cells that contain

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