

# Excel® Keyboard Shortcuts (PC Version)

## Quick Reference Guide

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### Common

Close Excel	<b>ALT F4</b>
Close workbook	<b>CTRL W</b>
Copy screen to clipboard	<b>PRT SC</b>
Copy selection	<b>CTRL C</b>
Copy window to clipboard	<b>ALT PRT SC</b>
Cut selection	<b>CTRL X</b>
Delete column	<b>ALT, H, D, C</b>
Delete row	<b>ALT, H, D, R</b>
Delete worksheet	<b>ALT, H, D, S</b>
Help	<b>F1</b>
Insert column	<b>ALT, I, C</b>
Insert row	<b>ALT, I, R</b>
Insert worksheet	<b>ALT, SHIFT, F1</b>
Maximize/restore workbook window	<b>CTRL F10</b>
Minimize workbook window	<b>CTRL F9</b>
Open context menu	<b>SHIFT F10</b>
Open workbook	<b>CTRL O</b>
Paste selection	<b>CTRL V</b>
Print	<b>CTRL P</b>
Redo/Repeat action	<b>CTRL Y</b>
Save As dialog box	<b>F12</b>
Save workbook	<b>CTRL S</b>
Switch between open Excel windows	<b>CTRL F6</b>
Toggle Full Screen mode	<b>CTRL SHIFT F1</b>
Turn Key Tips On/Off	<b>ALT</b>
Undo action	<b>CTRL Z</b>

### Data, Functions, and Formula Bar

Calculate active worksheet	<b>SHIFT F9</b>
Calculate all worksheets in open workbooks	<b>F9</b>
Cancel an entry in cell or formula bar	<b>ESC</b>
Clear cell content (data and formulas)	<b>DELETE</b>
Clear content of active cell	<b>BACKSPACE</b>
Complete cell entry/move one cell down	<b>ENTER</b>
Complete cell entry/move one cell left	<b>SHIFT TAB</b>
Complete cell entry/move one cell right	<b>TAB</b>
Complete cell entry/move one cell up	<b>SHIFT ENTER</b>
Copy formula from cell above active cell	<b>CTRL ^</b>

Copy value of cell above active cell	<b>CTRL SHIFT ^</b>
Create chart of data in current range in new sheet	<b>F11</b>
Create embedded chart of data in current range	<b>ALT F1</b>
Create, run, edit, or delete macros	<b>ALT F8</b>
Cycle absolute and relative references in formula	<b>F4</b>
Define name to use in references	<b>ALT, M, M, D</b>
Delete text to end of line	<b>CTRL DELETE</b>
Display Create Table dialog box	<b>CTRL T</b>
Display Error Checking menu/message	<b>ALT SHIFT F10</b>
Display Quick Analysis for selected cells	<b>CTRL Q</b>
Edit active cell	<b>F2</b>
Enter current date	<b>CTRL ;</b>
Enter current time	<b>CTRL SHIFT ;</b>
Expand or collapse formula bar	<b>CTRL SHIFT U</b>
Fill Down	<b>CTRL D</b>
Fill selected cell range with current entry	<b>CTRL ENTER</b>
Flash Fill	<b>CTRL E</b>
Insert AutoSum formula	<b>ALT =</b>
Insert function	<b>SHIFT F3</b>
Move cursor to end of text in formula bar	<b>CTRL END</b>
Move one character up/down/left/right	<b>↑ ↓ ← →</b>
Move to beginning of line	<b>HOME</b>
Move to first field in next record of data form	<b>ENTER</b>
Open Power Query Editor	<b>ALT F12</b>
Open Visual Basic for Applications Editor	<b>ALT F11</b>
Paste name from Paste Name dialog box	<b>F3</b>
Refresh external data in workbook	<b>CTRL ALT F5</b>
Refresh external data in worksheet	<b>ALT F5</b>
Select in formula bar (cursor to end)	<b>CTRL SHIFT END</b>
Start new line in same cell	<b>ALT ENTER</b>
Stop refreshing external data	<b>ESC</b>
Turn formula checking tooltips on/off	<b>CTRL ALT P</b>

### Formatting Cells

Add borders	<b>ALT, H, B</b>
Add outline border to selected cells	<b>CTRL SHIFT &amp;</b>
Align Bottom	<b>ALT, H, A, B</b>
Align Center	<b>ALT, H, A, C</b>
Align Left	<b>ALT, H, A, L</b>

### GUIDE KEY

NEXT TO ONE ANOTHER	SEPARATED BY COMMAS
<b>CTRL C</b>	<b>ALT, H, D, R</b>
Press together (Ctrl+C)	Press and release one at a time, in order

Align Middle	<b>ALT, H, A, M</b>
Align Right	<b>ALT, H, A, R</b>
Align Top	<b>ALT, H, A, T</b>
Apply Currency format	<b>CTRL SHIFT \$</b>
Apply Date format	<b>CTRL SHIFT #</b>
Apply General number format	<b>CTRL SHIFT ~</b>
Apply Number format	<b>CTRL SHIFT I</b>
Apply Percentage format	<b>CTRL SHIFT %</b>
Apply Scientific number format	<b>CTRL SHIFT ^</b>
Apply Time format	<b>CTRL SHIFT @</b>
Bold text or remove Bold formatting	<b>CTRL B</b>
Choose fill color	<b>ALT, H, H</b>
Choose font	<b>ALT, H, F, F</b>
Choose font color	<b>ALT, H, F, C</b>
Choose font size	<b>ALT, H, F, S</b>
Display or hide outline symbols	<b>CTRL 8</b>
Format fonts in Format Cells dialog	<b>CTRL SHIFT F</b>
Hide selected columns	<b>CTRL 0</b>
Hide selected rows	<b>CTRL 9</b>
Insert a note or open and edit cell note	<b>SHIFT F2</b>
Insert or open threaded comment	<b>CTRL SHIFT F2</b>
Italicize text or remove Italic formatting	<b>CTRL I</b>
Open Delete dialog box	<b>CTRL -</b>
Open Format Cells dialog box	<b>CTRL 1</b>
Open Insert hyperlink dialog box	<b>CTRL K</b>
Open Insert dialog box	<b>CTRL SHIFT +</b>
Open Paste Special dialog box	<b>CTRL ALT V</b>
Open Style dialog box	<b>ALT *</b>
Open Workbook Statistics dialog box	<b>CTRL SHIFT G</b>
Remove outline border	<b>CTRL SHIFT _</b>
Show/hide objects	<b>CTRL 6</b>
Spellcheck	<b>F7</b>

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# Quick Course In Excel 5 For Windows Educationtraining Edition

**Joyce Cox,Polly Urban**



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