



*Keyboard
Shortcuts: Excel*

- **CTRL + PAGE UP** Switches between worksheet tabs from left-to-right
- **CTRL + PAGE DOWN** Switches between worksheet tabs from right-to-left
- **DOWN** Switches between worksheet tabs from right-to-left
- **CTRL + SHIFT + (** Unhides hidden rows within the selection
- **CTRL + SHIFT + &** Applies the outline border to the selected cell
- **CTRL + SHIFT + _** Removes the outline border from the selected cell
- **CTRL + SHIFT + ~** Applies the general number format
- **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 + ^** Applies the scientific number format with two decimal places
- **CTRL + SHIFT + #** Applies the date format with the day, month, and year
- **CTRL + SHIFT + @** Applies the time format with 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 pivot table, it selects the entire pivot table 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 + MINUS (-)** Delete the selected cells
- **CTRL + ;** Enters the current date
- **CTRL + `** Alternates between displaying cell values and formulas
- **CTRL + '** Copies a formula from the cell above the active cell into the cell or the formula bar
- **CTRL + 1** Format cells
- **CTRL + 2** Bold
- **CTRL + 3** Italic
- **CTRL + 4** Underline
- **CTRL + 5** Strikethrough
- **CTRL + 6** Displays/hides objects
- **CTRL + 8** Displays/hides the outline symbols
- **SHIFT + 9** Hides the selected rows

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- **CTRL + A** Selects the entire worksheet (if the worksheet contains data,
- **CTRL + A** selects the current region. Pressing
- **CTRL + A** again selects the entire worksheet)
- **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** Bold
- **CTRL + C** Copy
- **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** Go To
- **F5** Go To
- **CTRL + H** Displays the find and replace dialog box, with the find tab selected
- **CTRL + I** Italic
- **CTRL + K** Displays the insert hyperlink dialog box for new hyperlinks or the edit hyperlink box for selected existing hyperlinks
- **CTRL + L** Create table
- **CTRL + N** Creates a new, blank workbook
- **CTRL + O** Open
- **CTRL + SHIFT + O** Selects all cells that contain comments
- **CTRL + P** Displays the print tab in Microsoft Office backstage view
- **CTRL + SHIFT + P** Opens the format cells dialog box with the font tab
- **CTRL + R** Uses the fill right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right
- **CTRL + S** Saves the active file with its current file name, location, and file format
- **CTRL + T** Create table
- **CTRL + U** underline
- **CTRL + SHIFT + U** Switches between expanding and collapsing the formula bar
- **CTRL + V** Paste
- **CTRL + W** Closes the selected workbook window
- **CTRL + X** Cut
-
- **CTRL + Y** Repeats the last command or action, if possible
- **CTRL + Z** Undo

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