

The Blue Star Academy

Microsoft Excel Keyboard Shortcut Cheat Sheet

A selection of the most useful shortcuts to make your life easier!

CTRL + A-Z Shortcuts



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Academy**

SKILLS WITH A DIFFERENCE

Ctrl + A	Selects whole workbook or table
Ctrl + B	Bold formatting
Ctrl + C	Copy
Ctrl + D	Duplicates the select data into the cells beneath the selection
Ctrl + E	Flash Fill
Ctrl + F	Opens the Find dialog box
Ctrl + G	Opens the GoTo dialog box
Ctrl + H	Opens the Find and Replace dialog box
Ctrl + I	Italic formatting
Ctrl + K	Opens the hyperlink dialog box
Ctrl + L	Creates an Excel Table
Ctrl + N	Creates a new workbook
Ctrl + O	Displays the open dialog box
Ctrl + P	Opens the Print Preview menu
Ctrl + Q	Opens the Quick Analysis menu based on current selection
Ctrl + R	Duplicates data from the leftmost cell into the cells on the right
Ctrl + S	Saves or opens the save as dialog box
Ctrl + T	Creates an Excel Table
Ctrl + U	Underline formatting
Ctrl + V	Paste
Ctrl + W	Closes the active workbook or window
Ctrl + X	Cut
Ctrl + Y	Redo
Ctrl + Z	Undo

CTRL + Number Shortcuts

Ctrl + 0	Hides columns in current selection
Ctrl + Shift + 0	Unhides columns in the current selection
Ctrl + 1	Displays the format cells menu
Ctrl + 5	Toggles strikethrough formatting on selected data
Ctrl + 9	Hides rows in current selection
Ctrl + Shift + 9	Unhides rows in the current selection

Chart Shortcuts

F11	Creates a chart from selected data on its own worksheet (A4 sized)
Alt + F1	Creates an embedded chart from selected data next to the data

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The Function Keys Shortcuts



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SKILLS WITH A DIFFERENCE

F1	Opens Office Assistant (Help)
F2	Edits the active cell within the cell
F7	Opens spell check
Shift + F2	Inserts or edits a comment
Shift + F3	Opens the insert function dialog box
Alt + F4	Closes all workbooks, saving first and exits Excel.
Alt + F11	Toggles between Visual Basic Application Editor the workbook

Other Useful Shortcuts

Enter	Moves the active cell one cell below
Shift + Enter	Moves the active cell one cell above
Tab	Moves the active cell one cell to the right
Shift + Tab	Moves the active cell one cell to the left
Alt + Enter	Enters a new line into a cell
Alt + =	Enters the SUM function (AutoSum)
Ctrl + ;	Enters today's date into the active cell
Ctrl + Shift + ;	Enters the current time into the active cell
Ctrl + Space	Selects the current column
Shift + Space	Selects the current row
Ctrl + Shift + End	Extends the selection to the last used cell in the workbook
Ctrl + Shift + Home	Extends the selection to the first used cell in the workbook
Ctrl + Shift + Arrow	Extends the selection to the last used cell in that direction
Shift + Arrow	Extends current selection one cell in the arrow's direction
Ctrl + Tab	Moves to the next open application on your computer
Ctrl + Shift + Tab	Moves to the previous open application on your computer
Alt + Page Down	Moves you one screen of columns to the left
Alt + Page Up	Moves you one screen of columns to the right
Ctrl + Home	Takes you to cell A1
Ctrl + End	Takes you to the last used cell on the workbook
Ctrl + Up arrow	Moves to the first row in the current region
Ctrl + Down arrow	Moves to the last row in the current region
Ctrl + Left arrow	Moves to the first column in the current region
Ctrl + Right arrow	Moves to the last row in the current region
Ctrl + Page up	Moves to the previous worksheet
Ctrl + Page down	Moves to the next worksheet

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