

Microsoft Excel Shortcuts Keys

Action	Shortcut
Create new workbook	Ctrl + N
Open workbook	Ctrl + O
Save workbook	Ctrl + S
Save As	F12
Print	Ctrl + P
Close workbook	Ctrl + W
Close Excel	Alt + F4
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Copy selection	Ctrl + C
Cut selection	Ctrl + X
Paste selection	Ctrl + V
Paste Special	Ctrl + Alt + V
Go to Home tab	Alt + H
Find	Ctrl + F
Replace	Ctrl + H
Select all	Ctrl + A

Editing and Entering Data

Action	Shortcut
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Edit active cell	F2
Start a new line in the same cell	Alt + Enter
Fill Down	Ctrl + D
Fill Right	Ctrl + R
Insert cells/rows/columns	Ctrl + Shift + +
Delete cells/rows/columns	Ctrl + -
Clear cell contents	Delete
Insert current date	Ctrl + ;
Insert current time	Ctrl + Shift + ;
Insert hyperlink	Ctrl + K
Repeat last action	F4
AutoSum	Alt + =

Formatting

Action	Shortcut
Open Format Cells dialog	Ctrl + 1
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Apply currency format	Ctrl + Shift + \$
Apply percentage format	Ctrl + Shift + %

Apply number format (general)	Ctrl + Shift + ~
Increase decimal places	Alt + H, 0
Decrease decimal places	Alt + H, 9
Apply border	Ctrl + Shift + &
Remove border	Ctrl + Shift + _

Function Keys

F1	Help
F2	Edit Cell
F3	Paste Name
F4	Repeat Action
F5	Go To
F6	Switch Panes
F7	Spell Check
F8	Extend Selection Mode
F9	Calculate
F10	Activate Menu Bar
F11	New Chart Sheet
F12	Save As