Excel 2003—Keyboard Shortcuts

General

To do this	Press	To do this	Press
Navigation		**Data and Cells**	
Select current region to the right	Ctrl-Shift-Right Arrow	Select Entire Column	Ctrl + Spacebar
Select current region down	Ctrl-Shift-Down Arrow	Select Entire Row	Shift + Spacebar
Insert New Worksheet	Shift + F11	Select the Current Region	Ctrl + A or Ctrl + *
Move to Next Sheet	Ctrl + Page Down	Repeat Last Action	F4
Move to Previous Sheet	Ctrl + Page Up	Insert Hyperlink	Ctrl + K
Current + Next Sheet	Shift + Ctrl + Page Down	Enter Date	Ctrl + ;
Current + Previous Sheet	Shift + Ctrl + Page Up	Enter Time	Ctrl + Shift + ;
Goto Start of Worksheet	Ctrl + Home	Fill Down	Ctrl + D
Goto Last Used Cell	Ctrl + End	Fill Right	Ctrl + R
Move Right One Screen	Alt + Page Down	Find	Ctrl + F
Move Left One Screen	Alt + Page Up	Replace	Ctrl + H
Find	Shift + F5	Go To	Ctrl + G
Repeat Last Find	Shift + F4	Formula Auditing	Ctrl + `
Rename Current Sheet	Alt + O, H, R	Extend Selection Mode	F8
Move or Copy Current Sheet	Alt + E, M	Add another Range	Shift + F8
		Insert Blank Cells	Ctrl + Shift + Plus Sign
Edit Data		Delete the Selected Cells	Ctrl + Hyphen
Edit Cell	F2	Move to the edge of the current data region	Ctrl + Arrow Keys
Add Line in Cell	Alt + Enter		
Check Spelling	F7	Display a drop-down list of values in the current column	Alt + Down Arrow
Edit Comment	Shift + F2		
Undo Last Action	Ctrl + Z		
Copy	Ctrl + C	**Workbook Features**	
Paste	Ctrl + V	Task Pane	Ctrl + F1
Copy cell contents to end of current region	Dbl-Click Auto Fill Handle	Close Workbook	Ctrl + W or Ctrl + F4
		Restore Window Size	Ctrl + F5
		Minimize Workbook	Ctrl + F9
		Maximize Workbook	Ctrl + F10
		File Open	Ctrl + O
		New Workbook	Ctrl + N
		Help	F1

Working with Functions

To do this	Press
Start a formula.	= (equal sign)
Move the insertion point into the Formula Bar when editing in a cell is turned off.	F2
In the Formula Bar, delete one character to the left.	BACKSPACE
Complete a cell entry from the cell or Formula Bar.	ENTER
Cancel an entry in the cell or Formula Bar.	ESC
In a formula, display the **Insert Function** dialog box.	SHIFT+F3
Insert an AutoSum formula with the SUM function.	ALT+= (equal sign)
Copy the value from the cell above the active cell into the cell or the Formula Bar.	CTRL+SHIFT+" (quotation mark)
Copies a formula from the cell above the active cell into the cell or the Formula Bar.	CTRL+' (apostrophe)
Alternate between displaying cell values and displaying formulas.	CTRL+` (tilde (~) key)
Calculate all worksheets in all open workbooks.	F9
Calculate the active worksheet.	SHIFT+F9
Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.	CTRL+ALT+F9
Rechecks dependent formulas and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.	CTRL+ALT+SHIFT+F9

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Formatting

To do this	Press	To do this	Press
Format Cell	Ctrl + 1	Apply the outline border to the selected cells	Ctrl + Shift + &
Goto Font style in toolbar	Ctrl + Shift + F	Remove the outline border from the selected cells	Ctrl + Shift + _
Goto Font size in toolbar	Ctrl + Shift + P	Apply the General number format	Ctrl + Shift + ~
Bold	Ctrl + B	Apply the Currency format (1370 = $1,370.00)	Ctrl + Shift + $
Italic	Ctrl + I	Apply the Percentage format (.13723 = 14%)	Ctrl + Shift + %
Underline	Ctrl + U	Apply the Number format with comma separator (-1350.36922 = -1,350.37)	Ctrl + Shift + !
Strikethrough	Ctrl + S		
Hide the selected columns	Ctrl + 0 (zero)	Apply the Date format (3-Feb-11)	Ctrl + Shift + #
Unhide any hidden columns in selection	Ctrl + Shift +)	Apply the Time format (12:14 PM)	Ctrl + Shift + @
Hide the selected rows	Ctrl + 9		
Unhide any hidden rows in selection	Ctrl + Shift + (		

Printing

To do this	Press
Display the Print dialog box.	CTRL+P or CTRL+SHIFT+F12
Goto Print Preview	ALT+F, then press V
View Page Setup Dialog	ALT+F, then press U
View Page Break Preview	ALT+V, then press P
Go back to Normal View	ALT+V, then press N

While in Print Preview	
Move around when zoomed in	Arrow keys
Move by one page when zoomed out	PAGE UP or PAGE DOWN
Move to the first page when zoomed out	CTRL+UP ARROW or CTRL+LEFT ARROW
Move to the last page when zoomed out	CTRL+DOWN ARROW or CTRL+RIGHT ARROW

Working with Data Tables

To do this	Press	To do this	Press
Select touching data (a table)	Ctrl-A	**Filter Ranges**	
Sort Options	Alt, D, S	In the cell that contains the drop-down arrow, displays the AutoFilter list for the current column.	ALT + Down Arrow
AutoFilter	Alt, D, F, F		
Subtotals	Alt, D, B		
Convert Table to List	Alt, D, I, C	Selects the next item in the AutoFilter list.	Down Arrow
View Custom Lists	Alt, T, O, Ctrl-Tab to Custom Lists Tab	Selects the previous item in the AutoFilter list.	Up Arrow
		Closes the AutoFilter list for the current column.	ALT + Up Arrow
Pick From List	Right-Click, K	Selects the first item (All) in the AutoFilter list.	Home
		Selects the last item in the AutoFilter list.	End
		Filters the range based on the item selected from the AutoFilter list.	Enter