

# Microsoft Excel shortcut keys

- F2 Edit the selected cell.
- F3 After a name has been created, F3 will paste names.
- F4 Repeat last action. For example, if you changed the color of text in another cell, pressing F4 will change the text in cell to the same color.
- F5 Go to a specific cell. For example, C6.
- F7 Spell check selected text or document.
- F11 Create chart from selected data.
- Ctrl + Shift + ; Enter the current time.
- Ctrl + ; Enter the current date.
- Alt + Shift + F1 Insert New Worksheet.
- Alt + Enter While typing text in a cell, pressing Alt + Enter will move to the next line, allowing for multiple lines of text in one cell.
- Shift + F3 Open the Excel formula window.
- Shift + F5 Bring up search box.
- Ctrl + 1 Open the Format Cells window.
- Ctrl + A Select all contents of the worksheet.
- Ctrl + B Bold highlighted selection.
- Ctrl + I Italic highlighted selection.
- Ctrl + K Insert link.
- Ctrl + S Save the open worksheet.
- Ctrl + U Underline highlighted selection.
- Ctrl + 1 Change the format of selected cells.
- Ctrl + 5 Strikethrough highlighted selection.
- Ctrl + P Bring up the print dialog box to begin the printing process.
- Ctrl + Z Undo last action.
- Ctrl + F3 Open Excel Name Manager.
- Ctrl + F9 Minimize current window.
- Ctrl + F10 Maximize currently selected window.
- Ctrl + F6 Switch between open workbooks or windows.
- Ctrl + Page up Move between work sheets in the same document.
- Ctrl + Page down Move between work sheets in the same document.
- Ctrl + Tab Move between Two or more open Excel files.
- Alt + = Create a formula to sum all of the above cells.
- Ctrl + ' Insert the value of the above cell into the cell currently selected.
- Ctrl + Shift + 1 Format number in comma format.
- Ctrl + Shift + 4 Format number in currency format.
- Ctrl + Shift + 3 Format number in date format.
- Ctrl + Shift + 5 Format number in percentage format.
- Ctrl + Shift + 6 Format number in scientific format.
- Ctrl + Shift + 2 Format number in time format.
- Ctrl + Arrow key Move to next section of text.
- Ctrl + Space Select entire column.