

Shortcut Keys for MS Excel

Shortcuts	Effects	Shortcuts	Effects
Ctrl+A	Select All	Ctrl+0	Hide Column
Ctrl+B	Bold	Ctrl+1	Format Cell
Ctrl+C	Copy	Ctrl+2	Bold
Ctrl+D	Fill Down	Ctrl+3	Italics
Ctrl+E	Flash Fill	Ctrl+4	Underline
Ctrl+F	Find	Ctrl+5	Strikethrough
Ctrl+G	Go To	Ctrl+9	Hide Rows
Ctrl+H	Replace	Ctrl+F1	Hide Ribbon
Ctrl+I	Italics	Ctrl+F2	Print
Ctrl+J	Input Line Break	Ctrl+F3	Name Manager
Ctrl+K	Hyperlink	Ctrl+F4	Close Window
Ctrl+L	Insert Table	Ctrl+F5	Restore Window Size
Ctrl+M	Not assigned	Ctrl+F6	Next Workbook
Ctrl+N	New Workbook	Ctrl+F7	Move Window
Ctrl+O	Open Workbook	Ctrl+F8	Resize Window
Ctrl+P	Print	Ctrl+F9	Minimize Window
Ctrl+Q	Quick Analysis	Ctrl+F10	Restore Window
Ctrl+R	Fill Right	Ctrl+F11	Macro Sheet
Ctrl+S	Save	Ctrl+F12	Open Workbook
Ctrl+T	Insert Table	Ctrl++	Insert Cells
Ctrl+U	Underline	Ctrl+-	Delete Cells
Ctrl+V	Paste	Ctrl+Page Down	Move to Right Sheet
Ctrl+W	Close current Workbook	Ctrl+Page Up	Move to Left Sheet
Ctrl+X	Cut	Ctrl+:	Current Date
Ctrl+Y	Redo	Ctrl+~	Show Formulas
Ctrl+Z	Undo	Ctrl+Space	Select Column
F1	Help	Alt+F1	Insert Chart
F2	Edit Cell Contents	Alt+F2	Save As
F3	Paste Name Formula	Alt+F4	Exit
F4	Repeat Action	Alt+F8	Macro List
F5	Go To	Alt+F11	VBA
F6	Next Pane	Ctrl+Shift+F1	Worksheet View
F7	Spell and Grammar Check	Ctrl+Shift+F3	Names from Labels
F8	Extend Selection	Ctrl+Shift+F6	Previous Workbook
F9	Calculate All (Manual Mode)	Ctrl+Shift+F12	Print
F10	Activate Menu	Ctrl+Shift+):	Unhide Column
F11	New Chart	Ctrl+Shift+9	Unhide Rows
F12	Save As	Ctrl+Shift+L	Filter
Shift+F1	Help	Alt+H+A+M	Middle Alignment
Shift+F2	Edit Comments	Alt+H+A+C	Centre Alignment
Shift+F3	Paste Function	Alt+H+A+T	Top Alignment
Shift+F4	Find Again	Alt+H+A+B	Bottom Alignment
Shift+F5	Find	Alt+H+A+L	Left Alignment
Shift+F6	Previous Pane	Alt+H+A+R	Right Alignment
Shift+F8	Add to Selection	Alt+H+F+F	Font Style

Shortcut Keys for MS Excel

Shortcuts	Effects	Shortcuts	Effects
Shift+F9	Calculate Worksheet	Alt+H+F+S	Font Size
Shift+F10	Context Menu	Alt+H+F+C	Font Colour
Shift+F11	New Worksheet	Alt+H+H	Cell Background Colour
Shift+F12	Save	Alt+H+5	Increase Indentation
Alt+H+M+C	Merge & Center	Alt+H+6	Decrease Indentation
Alt+H+M+A	Merge Across	Alt+H+F+A	Alignment Window
Alt+H+M+M	Merge Cells only	Alt+=	Sum
Alt+D+F+F	Filter	Alt+H+B+A	All Borders
Alt+W+S+F	Filter	Alt+H+F+P	Format Painters
Alt+W+F+F	Freeze Pane	Alt+H+E+F	Clear Formatting
Alt+H+F+G	Increase Font Size	Alt+H+E+M	Clear Comments
Alt+H+F+K	Decrease Font Size	Alt+N+V	Pivot Table
Alt+H+F+N	Font Window	Alt+N+T	Insert Table
Alt+H+I+R	Insert Row	Alt+N+I	Insert Hyperlink
Alt+H+I+C	Insert Column	Alt+H+I+S	Insert Sheet
Alt+H+F+I+D	Fill Down	Alt+H+S+S	Sort Ascending
Alt+H+F+I+R	Fill Right	Alt+H+S+O	Sort Descending
Alt+H+F+I+L	Fill Left	Alt+H+S+U	Custom Sort
Alt+H+F+I+U	Fill Up	Alt+D+L	Data Validation
Alt+H+F+I+S	Fill Series	Alt+A+Q	Advanced Filter
Alt+H+F+I+J	Fill Justified	Alt+L+I	Form Control
Alt+A+W+G	Goal Seek	Alt+H+O+I	Automatically adjust column widths
Alt+A+W+S	Scenario Manager	Alt+H+L+H+D	Find Duplicates
Alt+A+W+T	Data Table	Alt+A+M	Remove Duplicates
Alt+E+S+V	Paste Special	Alt+H+M+R	Record Macro
Shift+Space	Select Row	Alt+H+M+V	Macro Dialog Box
Ctrl+Shift+%	Percentage	Ctrl+Shift+&	Outline Border