

Common Keyboard Shortcuts – Excel

For a full list of keyboard shortcuts simply open Microsoft Excel Help (F1) and search for “keyboard shortcuts”.

Ctrl + N	New workbook	Ctrl + mouse wheel	Zoom in and out
Ctrl + O	Open workbook via Backstage view	Alt + F4	Close the application
Ctrl + F12	Go direct to Open dialog box	F1	Launch Help
Ctrl + S	Save workbook	F2	Edits the current cell
Ctrl + P	Print workbook	F4	Repeat last action/Lock cell reference
Ctrl + W	Close current workbook	F7	Spell check
Ctrl + A	Select entire sheet	F11	Create a quick chart
Ctrl + Z	Undo last action	F12	Save As
Ctrl + Y	Redo last action	Ctrl + Home	Go to top of worksheet
Ctrl + X	Cut	Ctrl + End	Go to last cell in worksheet
Ctrl + C	Copy	Ctrl + Shift + ~	Applies General number format
Ctrl + V	Paste	Ctrl + Shift + \$	Applies Currency format
Ctrl + B	Bold	Ctrl + Shift + %	Applies Percentage format
Ctrl + U	Underline	Ctrl + Spacebar	Selects current column
Ctrl + I	Italics	Shift + Spacebar	Selects current row
Ctrl + F	Find text	Shift + Home	Highlight current cell back to column A in row
Ctrl + H	Replace text	Ctrl + Shift + Home	Highlight current cell back to cell A1
Ctrl + G	Go to dialog box	Ctrl + Shift + End	Highlight current cell to last cell in active area
Ctrl + K	Insert hyperlink	Ctrl + Page Up	Move between worksheets
Ctrl + E	Flash Fill	Ctrl + Page Down	Move between worksheets
Ctrl + 1	Display Format Cells dialog		
TAB	Move to the next cell		
Alt + Tab	Switch between programs	Windows + E	Launch File Explorer