

## Keyboard Shortcuts for Excel



Keys	Shortcut Description
<b>Ctrl+c</b>	Copy
<b>Ctrl+x</b>	Cut
<b>Ctrl+v</b>	Paste
<b>Ctrl+z</b>	Undo
<b>Ctrl+y</b>	Redo
<b>Ctrl+b</b>	Toggle Bold
<b>Ctrl+i</b>	Toggle Italic
<b>Ctrl+1(one)</b>	Open Format Dialog
<b>ESC</b>	Cancel - Used in many situations where you'd expect "cancel" to be appropriate, including closing menus, dialog boxes, and message windows.
<b>ENTER</b>	Accept/Done/Submit - Can usually be used in place of clicking on "Accept", "OK", "Search", "Submit", etc.
<b>Ctrl+w</b>	Close window
<b>Alt+F4</b>	Close application
<b>Shift+Arrow</b>	Extend selection by one character, cell, row, column, ...
<b>Shift+Ctrl+Arrow</b>	Extend selection by one word, to next change in empty vs. nonempty cells, rows, columns
<b>Ctrl+End</b>	Move to end of line of text (or data region)
<b>Ctrl+Shift+End</b>	Select to end of line of text (or data region)
<b>Ctrl+Home</b>	Move to beginning of line of text (or last nonblank row/column)
<b>Ctrl+Shift+Home</b>	Select to beginning of line of text (or cell A1)
<b>Ctrl+s</b>	Save
<b>Ctrl+Shift+s</b>	Save As ...
<b>Ctrl+f</b>	Find (Search within a range or worksheet)
<b>Ctrl+h</b>	Find & Replace
<b>Shift+SpaceBar</b>	Select current row
<b>Ctrl+SpaceBar</b>	Select current column

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Keys	Shortcut Description
<b>Ctrl+a</b>	Select all
<b>F2</b>	Edit active cell
<b>Shift+F2</b>	Edit the active cell's comment
<b>End Arrow</b>	Move to end of data region
<b>Shift+(End Arrow)</b>	Select to end of data region
<b>Ctrl+;</b>	Enter current date (Ctrl+Shift+: enter the current time)
<b>Ctrl+PageUp</b>	Move to next worksheet
<b>Ctrl+PageDown</b>	Move to previous worksheet
	Also, move to next and previous tabs (such as in multi-tab dialog boxes)
<b>Ctrl+d</b>	Fill (Copy) Down - If a single cell is selected, copies the cell immediately above it. If a range is selected, copies the uppermost cell into the lower cells. Ctrl+r does the same thing, but to the right.
<b>Ctrl+r</b>	
<b>Ctrl+Shift+ ~</b>	Apply the General format to the selected cells
<b>Ctrl+Shift+ %</b>	Apply the Percentage format
<b>Ctrl+Shift+ \$</b>	Apply the Currency format
<b>Ctrl+Shift+ ^</b>	Apply the Exponential number format
<b>Ctrl+Shift+ #</b>	Apply the Date format
<b>Ctrl+Shift+ @</b>	Apply the Time format
<b>Ctrl+Shift+ &amp;</b>	Apply the Outline border
<b>Ctrl+Shift+ _</b>	Remove the Outline border
<b>Ctrl+Shift+Enter</b>	Enter an array formula
<b>Shift+F3</b>	In a formula, display the Insert Function dialog box (for help on syntax)
<b>Ctrl+Shift+F</b>	Choose a font name (Then type the first few letters of the font)
<b>Ctrl+Shift+P</b>	Choose a font size (Think of font size as "n Points")

<https://www.vertex42.com/ExcelTips/excel-keyboard-shortcuts.html>

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