

# Popular Excel Keyboard Shortcuts (Excel 2007, Excel 2010)

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# Popular Excel Keyboard Shortcuts (Excel 2007, Excel 2010)

## 1. Files, Printing, Applications

| Shortcut              | Action in Excel                                 |
|-----------------------|---|
| Ctrl + N              | New workbook                                    |
| Ctrl + O              | Open existing workbook                          |
| Alt + F + R           | File menu, open recent workbook                 |
| Ctrl + F4 or Ctrl + W | Close active workbook (keeps Excel open)        |
| Ctrl + S              | Save active workbook                            |
| F12                   | Save As ... different name, location, file type |
| F1                    | Open help menu                                  |
| Ctrl + P              | Open Print dialog box                           |
| Ctrl + F2             | Open Print Preview mode                         |
| Alt + Tab             | Switch to next open application                 |
| Shift + Alt + Tab     | Switch to previous open application             |
| Alt + F4              | Close Excel                                     |

## 2. Navigate Workbooks and Worksheets

| Shortcut           | Action in Excel  |
|--------------------|--|
| Ctrl + Tab         | Switch to next open workbook window (if available)     |
| Ctrl + Shift + Tab | Switch to previous open workbook window (if available) |
| Ctrl + Page Down   | Move to and activate next worksheet in workbook        |
| Ctrl + Page Up     | Move to and activate previous worksheet in workbook    |
| Shift + F11        | Insert new worksheet to left of active worksheet       |
| Tab or →           | Move one cell to right                                 |
| Shift + Tab or ←   | Move one cell to left                                  |
| ↑ or ↓             | Move one cell up or down                               |
| Ctrl + →           | Move to last occupied cell in row of data block        |
| Ctrl + ←           | Move to first occupied cell in row of data block       |
| Ctrl + ↑           | Move to first occupied cell in column of data block    |
| Ctrl + ↓           | Move to last occupied cell in column of data block     |
| Ctrl + End         | Move to last (bottom) occupied cell of data block      |
| Ctrl + Home        | Move to cell A1  |
| Ctrl + . (Period)  | Move clockwise to next corner of selected range        |

## 3. Show / Hide Columns and Rows

| Shortcut         | Action in Excel  |
|------------------|--|
| Ctrl + 0 (zero)  | Hide current column  |
| Ctrl + 9         | Hide current row   |
| Ctrl + Shift + 9 | Unhide current row   |
| Ctrl + Shift + ( | Unhide rows within selection   |
| Ctrl + Shift + ) | Unhide columns within selection  |
| Ctrl + 8         | Toggle outline symbol display  |
| Alt + ;          | Select visible cells only<br>(use when copying collapsed outline levels) |
| Shift + Alt + ←  | Open Group selection dialog box  |
| Shift + Alt + →  | Open Ungroup selection dialog box  |

## 4. Selecting Cells

| Shortcut             | Action in Excel   |
|----------------------|---|
| Shift + Arrow        | Select the cell(s) in that direction (left, right, up, or down)                                 |
| Ctrl + Shift + Arrow | Select to the last occupied cell in that direction  |
| Ctrl + Shift + End   | Select from active cell to last occupied cell that is down and to the right                     |
| Ctrl + Shift + Home  | Select from active cell to first occupied cell that is up and to the left                       |
| Shift + Backspace    | Collapse cell selection to just active cell   |
| Ctrl + A             | Select all of the occupied cells in current range; press again to select all cells in worksheet |
| Alt + ;              | Select visible cells only<br>(use when copying collapsed outline levels)                        |
| Ctrl + Space Bar     | Select all cells in current column  |
| Shift + Space Bar    | Select all cells in current row   |
| Ctrl + Shift + (+)   | Insert new row (note: select row first)   |
| Ctrl + (-)           | Delete selected row (note: select row first)  |
| F8                   | Turn on extend-selection mode; use arrow keys; F8 or Esc to exit extend-selection mode          |

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## 5. Copy, Cut, Paste, Insert, Delete Cells

| Shortcut              | Action in Excel   |
|-----------------------|---|
| Ctrl + C              | Copy selection to clipboard   |
| Ctrl + X              | Cut selection to clipboard  |
| Ctrl + V              | Paste last selection that was cut or copied to clipboard                                |
| Delete                | Clear contents of current selection (leaves formatting intact)                          |
| Ctrl + (+)            | Open Insert Cells dialog box  |
| Ctrl + (-)            | Open Delete Cells dialog box  |
| Ctrl + ' (apostrophe) | Copy contents of cell above into active cell (note: formulas are an exact copy)         |
| Ctrl + D              | Copy contents of cell above into active cell  |
| Ctrl + R              | Copy contents of cell to the left into active cell                                      |
| Shift + F10           | Open context menu; navigate using up & down arrow keys then hit enter to make selection |

## 6. Undo, Restore, Repeat

| Shortcut | Action in Excel     |
|----------|---------------------|
| Ctrl + Z | Undo last action    |
| Ctrl + Y | Restore undo action |
| F4       | Repeat last action  |

## 7. Comments

| Shortcut         | Action in Excel                    |
|------------------|------------------------------------|
| Shift + F2       | Add new comment; edit cell comment |
| Ctrl + Shift + O | Select all cells with comments     |

## 8. Find, Replace and Go To

| Shortcut       | Action in Excel         |
|----------------|-------------------------|
| Ctrl + F       | Open Find dialog box    |
| Ctrl + H       | Open Replace dialog box |
| Ctrl + G or F5 | Open Go To dialog box   |

## 9. Entering Data

| Shortcut                 | Action in Excel  |
|--------------------------|--|
| Ctrl + ; (semi-colon)    | Enter current date   |
| Ctrl + Shift + : (colon) | Enter current time   |
| Enter                    | Accept entry and move active cell down one row   |
| Ctrl + Enter             | Accept entry and keep active cell in place   |
| Shift + Enter            | Accept entry and move active cell up one row   |
| Tab                      | Accept entry and move active cell one column to right                                  |
| Shift + Tab              | Accept entry and move active cell one column to left                                   |
| Selection, Ctrl + Enter  | Select cells, enter data, hit Ctrl + Enter to have data entered in every cell selected |
| Alt + Enter              | Create line break inside cell (aka. line wrap or carriage return)                      |
| Esc                      | Cancel cell entry  |

## 10. Editing Data

| Shortcut      | Action in Excel  |
|---------------|--|
| F2            | Begin editing active cell; insertion point is at end of cell contents, then use following commands while in edit mode: |
| Home          | Move insertion point to beginning of cell  |
| End           | Move insertion point to end of cell  |
| Ctrl + →      | Move insertion point one word to the right   |
| Ctrl + ←      | Move insertion point one word to the left  |
| Backspace     | Delete character to left of insertion point  |
| Delete        | Delete character to right of insertion point   |
| Ctrl + Delete | Delete all characters from insertion point to end of cell contents   |
| (apostrophe)  | As 1st character in cell, format entry as "text"   |
| F7            | Begin Spell Check  |

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## 11. Formulas and Functions

| Shortcut                          | Action in Excel   |
|-----------------------------------|---|
| Shift + F3                        | Open Insert Function dialog box   |
| Ctrl + A                          | Open Function Argument dialog box - when insertion point is to right of function name and (           |
| Ctrl + Shift + A                  | Insert parentheses () and function argument names - when insertion point is to right of function name |
| F2                                | Edit formula in cell; insertion point is at end of cell contents                                      |
| F3                                | Open Paste Name dialog box  |
| Alt + =                           | Insert AutoSum formula  |
| Highlight Portion of Formula + F4 | Cycle between absolute, mixed and relative references for highlighted cells                           |

## 12. Formula Auditing

| Shortcut                              | Action in Excel  |
|---------------------------------------|--|
| Highlight Portion of Formula + F9     | Evaluates selected portion of formula; press Esc to return to editing        |
| Ctrl + ` (single left quotation mark) | Toggle between showing formula and formula result                            |
| Ctrl + [ (open bracket)               | Select direct precedent cells  |
| Shift + Ctrl + [ (open bracket)       | Select all precedent cells   |
| Ctrl + ] (close bracket)              | Select direct dependent cells  |
| Shift + Ctrl + ] (close bracket)      | Select all dependent cells   |
| Shift + Ctrl + { (open brace)         | Select all cells directly or indirectly referenced by formulas in selection  |
| Shift + Ctrl + } (close brace)        | Select cells with formulas that directly or indirectly reference active cell |

## 13. Named Ranges

| Shortcut          | Action in Excel   |
|-------------------|---|
| Ctrl + Shift + F3 | Open Create Names from Selection dialog box (note: select cells and labels first) |
| F3                | Open Paste Name dialog box  |
| Ctrl + F3         | Define name; open Name Manager dialog box   |

## 14. Formatting

| Shortcut                                | Action in Excel  |
|---|--|
| Ctrl + 1                                | Open Format Cells dialog box; use the 1 key on the keyboard, not on keypad |
| Alt + ' (apostrophe)                    | Open Style dialog box  |
| Ctrl + B                                | Toggle bold formatting   |
| Ctrl + I                                | Toggle italic formatting   |
| Ctrl + U                                | Toggle underline formatting  |
| Ctrl + Shift + & (ampersand)            | Apply outline border to selected cells                                     |
| Ctrl + Shift + _ (underscore)           | Remove outline border from selected cells                                  |
| Ctrl + Shift + ~ (tilde)                | Apply general number format  |
| Ctrl + Shift + \$                       | Apply currency format with two decimal places                              |
| Ctrl + Shift + %                        | Apply percentage format with zero decimal places                           |
| Ctrl + Shift + # (pound or hash symbol) | Apply day, month, year date format   |
| Ctrl + Shift + @                        | Apply hour, minute AM/PM time format                                       |
| Ctrl + Shift + ! (exclamation)          | Apply number format with thousands separator & two decimal places          |
| Ctrl + K                                | Insert a hyperlink to selected text  |