

Microsoft® Excel Quick Reference Keyboard Shortcuts

Selecting

One cell to the right	→
One cell to the left	←
One cell down	↓ or Enter
One cell up	↑ or Shift + Enter
One screen down	Page Down
One screen up	Page Up
Beginning of sheet (A1)	Ctrl + Home
End of sheet (last cell)	Ctrl + End
To the end of contiguous data	Ctrl + Arrow or End + Arrow
A cell or range of cells	Ctrl G or F5 then enter address
Next sheet	Ctrl + Page Down
Previous sheet	Ctrl + Page Up
Whole column	Ctrl + Space Bar
Whole row	Shift + Space Bar
One more cell to the right	Shift + →
One more cell to the left	Shift + ←
One more cell up	Shift + ↑
One more cell down	Shift + ↓
All the contiguous data to the right	Ctrl + Shift + →
All the contiguous data to the left	Ctrl + Shift + ←
All the contiguous data up	Ctrl + Shift + ↑
All the contiguous data down	Ctrl + Shift + ↓
All cells	Ctrl A

File Functions

Open file	Ctrl + O
Save file	Ctrl + S
Close window	Ctrl + W
New file	Ctrl + N
Print file	Ctrl + P

Formatting

Format cells	Ctrl + 1
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U

Function Keys

Help	F1
Edit cell formula	F2
Paste Name box	F3
Insert function	Shift + F3
Toggle absolute / relative references	F4
Go to specified cell	F5
Go to next pane	F6
Check spelling	F7
Toggle extended mode	F8
Recalculate	F9
Activate ribbon options with letters	F10
Auto Graph / Chart	F11
Save As	F12

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Insert cells, rows, or columns	Ctrl + +
Delete cells, rows, or columns	Ctrl + -
Find	Ctrl + F
Search and Replace	Ctrl + H
Erase cell contents	Delete
Finish cell formula and stay in cell	Ctrl + Enter
Cancel edit	Esc
Insert new line in cell	Alt + Enter
Insert current date	Ctrl + ;
Insert current time	Ctrl + :
Toggle display between formulas vs. values	Ctrl + `

Microsoft® Excel Quick Reference Formatting Options

Format Cells



Figure 1: Home tab, Font group

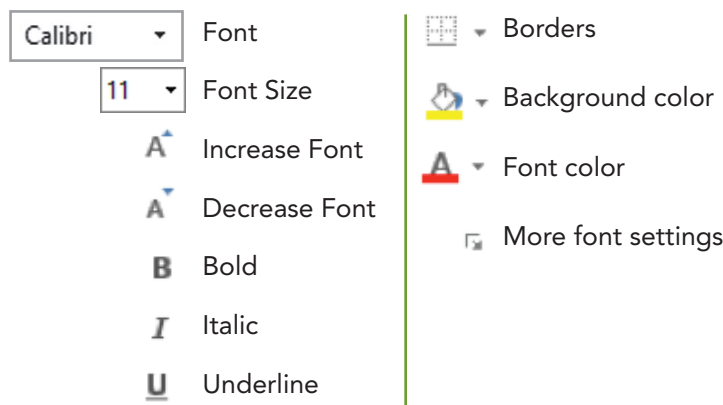
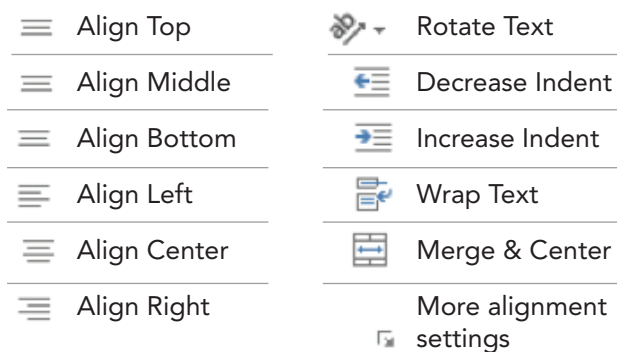


Figure 2: Home tab, Alignment group



Format Numbers

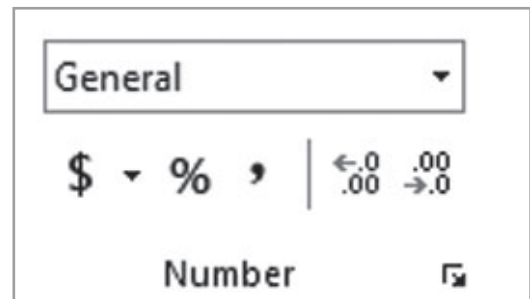


Figure 3: Home tab, Number group

Drop down options

ABC 123	General No specific format	1234.5678
12	Number	1234.57
	Currency	\$1,234.57
	Accounting	\$ 1,234.57
	Short Date	5/18/1903
	Long Date	Monday, May 18, 1903
	Time	2:24:00 PM
%	Percentage	12.34%
1/2	Fraction	3/5
10 ²	Scientific	1.23E+03
ABC 123	Text	1234.5678

Buttons

\$	Currency	\$ 1,234.57
%	Percentage	12%
,	Comma	1,234.57
←.0 .00	Increase decimals	
.00 →.0	Decrease decimals	
	More number format options	