Excel Shortcuts Quick Reference

WORKBOOK		
CTRL+O	Opens a workbook	
CTRL+N	Create a new workbook	
CTRL+P	Displays the print dialog box	
CTRL+S	Save the workbook	
CTRL+W	Closes the selected workbook	
CTRL+F2	Displays print view	
F9	Calculates all open workbooks	
SHIFT+F9	Calculates the active worksheet	
CTRL+F10	Maximize / restore workbook	
SHIFT+F11	Inserts a new worksheet	
F12	Displays the Save As dialog box	

FORMATTING		
CTRL+SHIFT+~	Applies general format	
CTRL+SHIFT+\$	Applies currency format with two decimal places	
CTRL+SHIFT+%	Applies percentage format with no decimal places.	
CTRL+SHIFT+#	Applies date format	
CTRL+SHIFT+@	Applies time format	
CTRL+SHIFT+!	Applies the Number format with two decimal places, thousands separator	
CTRL+1	Displays the Format Cells box	

GENERAL		
CTRL+~	Toggles values and formulas	
SHIFT+F3	Insert Function dialog box	
CTRL+F3	Name manager box	
ALT+M+V	Evaluate formula box	
CTRL+SHIFT+U	Expand /collapse of the formula bar	
CTRL+F1	Displays or hides the Ribbon	
CTRL+SHIFT+L	Applies / removes filter	
ALT+A+Q	Advanced filter	
ATL+T+O	Excel options	

SELECTION		
CTRL+A	Selects the entire worksheet (Press 3 times)	
F8	Toggles extend mode	
CTRL+SPACEBAR	Selects an entire column	
SHIFT+SPACEBAR	Selects an entire row	

EDITING		
CTRL+SHIFT+:	Enters the current time	
CTRL+;	Enters the current date	
CTRL+C	Copies the selected cells	
CTRL+D	Copies topmost cell of a range into the cells below	
CTRL+R	Copies leftmost cell of a range into cells to right	
CTRL+F	Find dialog box	
CTRL+H+	Replace dialog box	
CTRL+K	Edit hyperlink	
CTRL+T	Create Table dialog box	
CTRL+V	Paste	
CTRL+ALT+V	Paste Special Dialog box	
CTRL+X	Cuts the selected cells	
CTRL+Z	Undoes last action	
SHIFT+F2	Adds / edits comment	
F4	Generates absolute and relative references	
F7	Spell check	
ALT+=	Autosum	
ALT+F8	Opens Macro Dialog box	
ALT+F11	Opens VB Editor	
ALT+D+P	Opens pivot table wizard	
ALT+A+M	Removes duplicates	
ALT+A+E	Text to columns Wizard	
ALT+ENTER	Enters a new line	
ALT+D+L	Data validation	

NAVIGATION		
TAB	Left cell to right cell	
SHIFT+TAB	Right cell to left cell	
CTRL+G or F5	Go To dialog box	
CTRL+END	Moves to last used cell	
CTRL+Home	Moves to the first used cell	
ALT+PAGE DOWN	Moves one screen to the right in a worksheet.	
CTRL+PAGE DOWN	Moves to the next sheet in a workbook	
ALT+PAGE UP	Moves one screen to the left in a worksheet	
CTRL+PAGE UP	Moves to the previous sheet in a workbook	
CTRL+Arrow	Moves to the edge of the current data region	

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Mike Jess

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