

## Microsoft Excel Shortcut keys

- **Ctrl + A** -- Select all contents of a worksheet.
- **Ctrl + B** -- Bold highlighted selection.
- **Ctrl + I** -- Italicize highlighted selection.
- **Ctrl + C** -- Copy selected text.
- **Ctrl + V** -- Paste
- **Ctrl + D** -- Fill
- **Ctrl + K** -- Insert link
- **Ctrl + F** -- Open find and replace options.
- **F2** -- Edit the selected cell.
- **F5** -- Go to a specific cell.

- **F7** -- Spell check selected text and/or document.
- **F11** -- Create a chart
- **Ctrl + Shift +** -- Enter the current time.
- **Ctrl +** -- Enter the current date
- **Alt + Shift + F1** -- Insert new worksheet.
- **Shift + F3** -- Open the Excel formula window.
- **Shift + F5** -- Bring up the search box
- **Ctrl + G** -- Open go-to options.
- **Ctrl + H** -- Open find and replace options.
- **Ctrl + U** -- Underline highlighted selection.
- **Ctrl + Y** -- Underline selected text.

- **Ctrl + 5** -- Strikethrough highlighted selection.
- **Ctrl + O** -- Open options.
- **Ctrl + N** -- Open new document.
- **Ctrl + P** -- Open print dialog box.
- **Ctrl + S** -- Save.
- **Ctrl + Z** -- Undo last action.
- **Ctrl + F9** -- Minimize current window.
- **Ctrl + F10** -- Maximize currently selected window.
- **Ctrl + F6** -- Switch between open workbooks/windows.
- **Ctrl + Page up & Page Down** -- Move between Excel worksheets in the same document.
- **Ctrl + Tab** -- Move between Two or more open Excel files.

- **Alt + =** -- Create the formula to sum all of the above cells.
- **Ctrl +** -- Insert the value of the above cell into the current cell.
- **Ctrl + Shift + !** -- Format number in comma format.
- **Ctrl + Shift + \$** -- Format number in currency format.
- **Ctrl + Shift + #** -- Format number in date format.
- **Ctrl + Shift + %** -- Format number in percentage format.
- **Ctrl + Shift + ^** -- Format number in scientific format.
- **Ctrl + Shift + @** -- Format number in time format.
- **Ctrl + (Right arrow)** -- Move to next section of text.
- **Ctrl + Space** -- Select entire column.
- **Shift + Space** -- Select entire row.

- **Ctrl + W** -- Close document.