

Microsoft Excel Keyboard Shortcuts

● Formatting Shortcuts

[CTRL] + [1]	Open the Format Cells window.
[CTRL] + [B]	Add or remove boldface.
[CTRL] + [I]	Add or remove italics.
[CTRL] + [U]	Add or remove underlines.
[CTRL] + [5]	Add or remove strikethrough.
[CTRL] + [(]	Unhide hidden rows within your selection.
[CTRL] + [)]	Unhide hidden columns within your selection.
[CTRL] + [&]	Apply a border around the selected cells.
[CTRL] + [␣]	Remove a border from the selected cells.
[CTRL] + [~]	Format the cell using the General number format.
[CTRL] + [\$]	Format the cell using the Currency format with two decimal places and negative numbers in parentheses.
[CTRL] + [%]	Format the cell using the Percentage format with no decimal places.
[CTRL] + [^]	Format the cell using the Exponential number format with two decimal places.
[CTRL] + [#]	Format the cell as a Date in day, month, year format.
[CTRL] + [@]	Format the cell as a Time in hours, minutes, and AM or PM.
[CTRL] + [!]	Format the cell as a Number with two decimal places, a thousands separator, and a minus sign (-) for denoting negative values.

Microsoft Excel Keyboard Shortcuts

● Text and Data Manipulation (Excluding Formatting)

[CTRL] + [A]	Select an entire worksheet or region containing data. Press a second time to select the entire worksheet.
[CTRL] + [C]	Copy the selected cells to the Windows Clipboard.
[CTRL] + [D]	Fill down. Copy the formatting and data from the first cell in the selection to all of the cells below it.
[CTRL] + [F]	Open the Find window.
[CTRL] + [G]	Open the Go To window.
[CTRL] + [H]	Open the Find And Replace Window.
[CTRL] + [K]	Open either the Insert/Edit Hyperlink window.
[CTRL] + [SHIFT] + [O]	Select all cells containing comments.
[CTRL] + [R]	Fill right. Copy the formatting and data of the leftmost cell of a selected range into the selected cells to the right.
[CTRL] + [V]	Paste Clipboard contents at the insertion point.
[CTRL] + [W]	Close the selected window.
[CTRL] + [X]	Cut. Cut the selected cells from the worksheet and copy them to the Clipboard.
[CTRL] + [+]	Open the Insert window in which you can insert blank cells into your worksheet.
[CTRL] + [-]	Open the Delete window in which you can delete the selected cells.
[CTRL] + [:]	Insert the current time.
[CTRL] + [;]	Insert today's date.
[CTRL] + [']	Alternate between displaying cell values and displaying formulas.
[CTRL] + ["]	Copy a formula from the cell above the active cell into the current cell or into the Formula Bar.
[CTRL] + ["]	Copy the value from the cell above the active cell into the current cell or into the Formula Bar.

Microsoft Excel Keyboard Shortcuts

● Other Spreadsheet or Excel Functions

[CTRL] + [7]	Show or hide the Standard toolbar.
[CTRL] + [8]	Show or hide outline symbols.
[CTRL] + [9]	Hide the selected rows.
[CTRL] + [0]	Hide the selected columns.
[CTRL] + [L]	Open the Create List window.
[CTRL] + [N]	Create a new file.
[CTRL] + [O]	Open a file.
[CTRL] + [P]	Print your worksheet. This opens the Print window.
[CTRL] + [S]	Save the current workbook. Opens the 'Save window if the file has not been previously saved.
[CTRL] + [Y]	Repeat the last command or action.
[CTRL] + [Z]	Undo. Use the Undo command to reverse the last command or to delete the last entry you typed.