

Important Keyboard shortcuts For Microsoft Excel

General

Description	Shortcut Key
New file	Ctrl + N
Open file	Ctrl + O
Save file	Ctrl + S
Move between open workbooks	Ctrl + F6
Close file	Ctrl + F4
Save as	F12
Display the print menu	Ctrl + P
Select whole spreadsheet	Ctrl + A
Select column	Ctrl + Space
Select row	Shift + Space
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Exit Excel	Alt + F4

Navigating

Description	Shortcut Key
Up one screen	Page Up
Down one screen	Page Down
Move to next worksheet	Ctrl + Page Down
Move to previous worksheet	Ctrl + Page Up
Go to first cell in data region	Ctrl + Home
Go to last cell in data region	Ctrl + End
Go to last used cell in the worksheet	End + Home

Formatting Text In Worksheet

Description	Shortcut Key
Bold toggle for selection	Ctrl + B
Italic toggle for selection	Ctrl + I
Underline toggle for selection	Ctrl + U
Change the font	Ctrl + Shift + F
Change the font size	Ctrl + Shift + P
Wrap text in same cell	Alt + Enter

Editing/Deleting Text

Description	Shortcut Key
Edit active cell	F2
Cancel cell entry	Escape Key

Copying and Moving Text

Description	Shortcut Key
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V

Inserting Text Automatically

Description	Shortcut Key
Auto sum a range of cells	Alt + Equals Sign
Insert the date	Ctrl + ; (semi-colon)

Misc

Description	Shortcut Key
Find text	Ctrl + F
Replace text dialog	Ctrl + H
Create a chart automatically on new sheet	F11
Move to Next Sheet	Ctrl + Page Down
Move to Prior Sheet	Ctrl + Page Up
Last Cell Data Region Left	Ctrl + Left Arrow
Last Cell Data Region Right	Ctrl + Right Arrow
Last Cell Data Region Down	Ctrl + Down Arrow
Last Cell Data Region Up	Ctrl + Up Arrow
Spell Check	F7