

# Excel® Keyboard Shortcuts (PC Version)

## Quick Reference Guide

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### Common

Close Excel	ALT F4
Close workbook	CTRL W
Copy screen to clipboard	FRT SC
Copy selection	CTRL C
Copy window to clipboard	ALT FRT SC
Cut selection	CTRL X
Delete column	ALT, H, D, C
Delete row	ALT, H, D, R
Delete worksheet	ALT, H, D, S
Help	F1
Insert column	ALT, I, C
Insert row	ALT, I, R
Insert worksheet	ALT SHIFT F1
Maximize/restore workbook window	CTRL F10
Minimize workbook window	CTRL F9
Open context menu	SHIFT F10
Open workbook	CTRL O
Paste selection	CTRL V
Print	CTRL P
Redo/Repeat action	CTRL Y
Save As dialog box	F12
Save workbook	CTRL S
Switch between open Excel windows	CTRL F6
Toggle Full Screen mode	CTRL SHIFT F1
Turn Key Tips On/Off	ALT
Undo action	CTRL Z

### Data, Functions, and Formula Bar

Calculate active worksheet	SHIFT F9
Calculate all worksheets in open workbooks	F9
Cancel an entry in cell or formula bar	ESC
Clear cell content (data and formulas)	DELETE
Clear content of active cell	BACKSPACE
Complete cell entry/move one cell down	ENTER
Complete cell entry/move one cell left	SHIFT TAB
Complete cell entry/move one cell right	TAB
Complete cell entry/move one cell up	SHIFT ENTER
Copy formula from cell above active cell	CTRL F

Copy value of cell above active cell	CTRL SHIFT F
Create chart of data in current range in new sheet	F11
Create embedded chart of data in current range	ALT F1
Create, run, edit, or delete macro	ALT F8
Cycle absolute and relative references in formula	F4
Define name to use in references	ALT, M, M, D
Delete text to end of line	CTRL DELETE
Display Create Table dialog box	CTRL T
Display Error Checking menu/message	ALT SHIFT F10
Display Quick Analysis for selected cells	CTRL Q
Edit active cell	F2
Enter current date	CTRL ;
Enter current time	CTRL SHIFT ;
Expand or collapse formula bar	CTRL SHIFT U
Fill Down	CTRL D
Fill selected cell range with current entry	CTRL ENTER
Flash Fill	CTRL E
Insert AutoSum formula	ALT =
Insert function	SHIFT F3
Move cursor to end of text in formula bar	CTRL END
Move one character up/down/left/right	↑ ↓ ← →
Move to beginning of line	HOME
Move to first field in next record of data form	ENTER
Open Power Query Editor	ALT F12
Open Visual Basic For Applications Editor	ALT F11
Paste name from Paste Name dialog box	F8
Refresh external data in workbook	CTRL ALT F5
Refresh external data in worksheet	ALT F5
Select in formula bar (cursor to end)	CTRL SHIFT END
Start new line in same cell	ALT ENTER
Stop refreshing external data	ESC
Turn formula checking tooltips on/off	CTRL ALT F

### Formatting Cells

Add borders	ALT, H, B
Add outline border to selected cells	CTRL SHIFT &
Align Bottom	ALT, H, A, B
Align Center	ALT, H, A, C
Align Left	ALT, H, A, L

### GUIDE KEY

NEXT TO ONE ANOTHER	SEPARATED BY COMMAS
CTRL C	ALT, H, D, R
Press together (CTRL+C)	Press and release one at a time, in order

Align Middle	ALT, H, A, M
Align Right	ALT, H, A, R
Align Top	ALT, H, A, T
Apply Currency format	CTRL SHIFT \$
Apply Date format	CTRL SHIFT #
Apply General number format	CTRL SHIFT ~
Apply Number format	CTRL SHIFT !
Apply Percentage format	CTRL SHIFT %
Apply Scientific number format	CTRL SHIFT A
Apply Time format	CTRL SHIFT @
Bold text or remove bold formatting	CTRL B
Choose fill color	ALT, H, F, H
Choose font	ALT, H, F, F
Choose font color	ALT, H, F, C
Choose font size	ALT, H, F, S
Display or hide outline symbols	CTRL S
Format fonts in Format Cells dialog	CTRL SHIFT F
Hide selected columns	CTRL 0
Hide selected rows	CTRL 9
Insert a note or open and edit cell note	SHIFT F2
Insert or open threaded comment	CTRL SHIFT F2
Italicize text or remove italic formatting	CTRL I
Open Delete dialog box	CTRL -
Open Format Cells dialog box	CTRL 1
Open Insert hyperlink dialog box	CTRL K
Open Insert dialog box	CTRL SHIFT +
Open Paste Special dialog box	CTRL ALT V
Open Style dialog box	ALT F
Open Workbook Statistics dialog box	CTRL SHIFT G
Remove outline border	CTRL SHIFT _
Show/hide objects	CTRL 6
Spellcheck	F7

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# Microsoft Excel 2007 Shortcuts

**Kimberly Hudson**



## **Microsoft Excel 2007 Shortcuts:**

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refreshing objectivity about its subject guiding readers through the new Excel with clear explanations step by step instructions lots of illustrations and friendly time saving advice It s a perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information      **Microsoft Office Excel 2007**

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