

Microsoft Excel Shortcuts

CTRL-A	Selects the current range (click into the range first) – press it again to select the entire worksheet
CTRL-B	Bold
CTRL-C	Copy
CTRL-F	Find
CTRL-G	GoTo (useful for the Special button)
CTRL-H	Replace
CTRL-I	Italic
CTRL-N	New
CTRL-O	Open
CTRL-P	Print
CTRL-S	Save
CTRL-U	Underline
CTRL-V	Paste
CTRL-W	Close (<i>Window</i>) – closes the current document
CTRL-X	Cut
CTRL-Y	Redo – also repeats the last action
CTRL-Z	Undo
END, arrow key	Enter End mode, move to the next nonblank cell in the same column or row as the active cell, and turn off End mode. If the cells are blank, move to the last cell in the row or column.
CTRL-END	Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.
CTRL-HOME	Move to the beginning of a worksheet
CTRL-Page Down	Move to the next sheet in a workbook.
CTRL-Page Up	Move to the previous sheet in a workbook.
CTRL-ENTER	Fill the selected range with the current entry (or enter contents into one cell without moving down)
CTRL-F1	Collapse/Expand the ribbon
F2	Edit
F3	Paste Name (can be used when entering a formula, and to produce a list of range names)
F4	Absolute – press repeatedly to rotate through all combinations of relative and absolute cell addressing
CTRL-F6	Switch to the next open document
F11	Will produce a chart – select the data before pressing