

# Most Important Excel Shortcuts

## Movement

Ctrl-Dir*	Move to next contiguous cell
Ctrl-PgUp	Move to the previous sheet
Ctrl-PgDown	Move to the next sheet
Ctrl-End	Move to the last cell in the sheet with data
Ctrl-Home	Move to the first cell in the sheet
Ctrl-F	Open find dialog
Ctrl-G	Open GoTo dialog
Ctrl-[	Go to direct precedent
Alt-PgUp	Scroll one page to the left
Alt-PgDown	Scroll one page to the right
Ctrl-Tab	Move to next workbook
Ctrl-Shift-Tab	Move to previous workbook

## Selection

Ctrl-Space	Select Entire Column
Shift-Space	Select Entire Row
Shift-Dir*	Increase selection by 1 Dir
Ctrl-Shift-Dir*	Select all cells between the active cell and the next contiguous cell to the Dir

## Formatting

Ctrl-B	Make current cell(s) bold
Ctrl-I	Make current cell(s) italicized
Ctrl-U	Underline current cell(s)
Ctrl-Shift-1	Format current cell(s) as a number
Ctrl-Shift-3	Format current cell(s) as a date
Ctrl-Shift-5	Format current cell(s) as a percent
Ctrl-Shift-7	Make outline/border on current cell(s)
Ctrl-Shift--	Remove outline/border from current cell(s)
Ctrl-Alt-Tab	Indent current cell (2007+)
Ctrl-1	Open format cells dialog

## Editing

Ctrl-C	Copy
Ctrl-V	Paste
Ctrl-X	Cut
Shift-F11	New Sheet
Alt-H,O,R	Rename Sheet (2007+)
Alt-H,O,M	Move Sheet Dialogue (2007+)
Ctrl-H	Open find/replace dialog

## File

Ctrl-O	Open workbook
Ctrl-N	New workbook
Ctrl-S	Save current workbook
Ctrl-W	Close workbook
Alt-F4	Close Excel

## Miscellaneous

Ctrl-Bksp	Scroll to show active cell
Ctrl-P	Open print dialog
Ctrl-Y	Redo
Ctrl-Z	Undo
Ctrl-F3	Open 'names dialog
Shift-F2	Create comment for current cell
Shift-F3	Open formula dialog
Ctrl-Shift-L	Toggle filter on current range
Ctrl-Alt-L	Re-apply existing filter
Ctrl-O	Hide current column(s)
Ctrl-Shift-O	Unhide current column(s)
Ctrl-9	Hide current row(s)
Ctrl-Shift-9	Unhide current row(s)
Ctrl-Shift-=	Insert cells
Ctrl--	Delete cells

\* Note: 'Dir' in any of the shortcuts noted above signifies a 'direction'. For example, 'Ctrl-Dir' means 'Ctrl-Left', 'Ctrl-Right', 'Ctrl-Up' and 'Ctrl-Down'.

Using the Ctrl key with a direction is the fastest way to navigate a spreadsheet. Combining Ctrl and Shift with a direction is the fastest way to select cells in your spreadsheet. Thus, these shortcuts are perhaps the most powerful in your arsenal so you should use them whenever possible..