

You use Excel in a professional capacity for a variety of different reasons. Excel is a great tool to save your data, organize and store your numbers, and produce graphs. Format your cells easily with our handy keyboard shortcuts. We pulled together the most useful keyboard shortcuts you need to know for Excel. Over time, you'll commit these useful and powerful shortcuts to memory. We recommend keeping a copy on your desktop for easy access!

## General Program Shortcuts

<b>Ctrl+N</b>	<i>Create a new workbook</i>
<b>Ctrl+O</b>	<i>Open an existing document</i>
<b>Ctrl+S</b>	<i>Save a document</i>
<b>F12</b>	<i>Open the Save As dialog box</i>
<b>Ctrl+W</b>	<i>Close a workbook</i>
<b>Ctrl+Z</b>	<i>Undo an action</i>
<b>F4</b>	<i>Repeat the last command or action</i>
<b>Ctrl+F4</b>	<i>Close Excel</i>
<b>Shift+F11</b>	<i>Insert a new worksheet</i>
<b>Ctrl_Z</b>	<i>Undo an action</i>
<b>Ctrl+Y</b>	<i>Redo an action</i>
<b>Ctrl+F2</b>	<i>Switch to Print Preview</i>
<b>F1</b>	<i>Open the Help pane</i>
<b>F7</b>	<i>Check spelling</i>
<b>F11</b>	<i>Create a bar chart based on the selected data</i>
<b>Ctrl+F</b>	<i>Search in a spreadsheet, or use Find and Replace</i>
<b>Ctrl+Tab</b>	<i>Switch between open workbooks</i>
<b>Shift+F3</b>	<i>Insert a function</i>
<b>Alt+F8</b>	<i>Create, run, edit, or delete a macro</i>

## Moving Around in a Worksheet or Cell

<b>Ctrl+Left/Right Arrow</b>	Move to the farthest cell left or right in a row
<b>Ctrl+Up/Down Arrow</b>	Move to the top or bottom cell in the column
<b>Tab</b>	Go to the next cell
<b>Shift+Tab</b>	Go to the previous cell
<b>Ctrl+End</b>	Go to the most bottom right used cell
<b>Ctrl+Home</b>	Move to the beginning of a worksheet
<b>F5</b>	Go to any cell by pressing F5 and typing the cell coordinate

## Selecting Cells

<b>Shift+Space</b>	Select the entire row
<b>Ctrl+Space</b>	Select the entire column
<b>Ctrl+Shift+Space</b>	Select the entire worksheet

## Editing Cells

<b>F2</b>	Edit a cell
<b>Shift+F2</b>	Add or edit a cell comment
<b>Ctrl+X</b>	Cut contents of a cell
<b>Ctrl+C</b>	Copy contents of a cell
<b>Ctrl+V</b>	Paste contents of a cell
<b>Ctrl+Alt+V</b>	Open the Paste Special dialog box
<b>Alt+Enter</b>	Insert a hard return within a cell
<b>Ctrl+(+) plus symbol</b>	Insert a column/row to the left/above of the selected column/row
<b>Ctrl+(-) minus symbol</b>	Delete the selected column
<b>Esc</b>	Cancel an entry in a cell or the formula bar
<b>F2</b>	Edit a cell

## Formatting Cells

<b>Ctrl+B</b>	Add or remove bold to the contents of a cell
<b>Ctrl+I</b>	Add or remove italics to the contents of a cell
<b>Ctrl+U</b>	Add or remove underline to the contents of a cell
<b>Alt+H+H</b>	Select a fill colour
<b>Alt+H+B</b>	Apply outline border
<b>Ctrl+Shift+_(Underline)</b>	Remove outline border
<b>Ctrl+9</b>	Hide the selected rows
<b>Ctrl+0</b>	Hide the selected columns
<b>Ctrl+1</b>	Open the Format Cells dialog box
<b>Ctrl+Shift+\$</b>	Apply currency format
<b>Ctrl+Shift+%</b>	Apply percent format

Take your Excel knowledge to the next level by signing up for our Excel training. We offer three levels: [Level 1 \(Basic\)](#), [Level 2 \(Intermediate\)](#) and [Level 3 \(Advanced\)](#). We also offer a variety of Excel classes such as [Excel Power Pivot](#), [Excel Dashboards](#), [Excel Tips, Tricks and Time Savers Level 1 \(Basic\)](#), [Excel Tips, Tricks and Time Savers Level 2 \(Advanced\)](#), [Excel Functions \(Formulas\)](#) and [Creating Interactive Dashboards in Excel](#).

Coming soon: Excel Power Query