EXCEL KEYBOARD SHORTCUTS

General Stuff

Feature	Keyboard Shortcut
New file	Ctrl + N
Open file	Ctrl + O
Save file	Ctrl + S
Save as	F12
Move between open workbooks	Ctrl + F6
Close file	Ctrl + F4
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
Start a formula	Equals Sign (=) EX: =SUM(B4:B12)
Exit Excel	Alt + F4

Navigation

Feature	Keyboard Shortcut
Move to next cell in row	Tab
Move to previous cell in row	Shift + Tab
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

Text Formatting (in Worksheet)

Feature	Keyboard Shortcut
Bold toggle for selection	Ctrl + B
Italic toggle for selection	Ctrl + I
Underline toggle for selection	Ctrl + U
Strikethrough for selection	Ctrl + 5
Change the font	Ctrl + Shift + F
Change the font size	Ctrl + Shift + P
Apply outline borders	Ctrl + Shift + 7
Remove all borders	Ctrl + Shift + Underline
Wrap text in same cell	Alt + Enter

Cell Formatting

Feature	Keyboard Shortcut
Format cells	Ctrl + 1
Select font	Ctrl + Shift + F
Select point size	Ctrl + Shift + P
Format as currency	Ctrl + Shift + 4
Format as general (to remove any formatting)	Ctrl + Shift + # (hash sign)
Format as percentage	Ctrl + Shift + 5
Format as number	Ctrl + Shift + 1

Editing/Deleting Text

Feature	Keyboard Shortcut
Delete one character to right	Delete
Delete one character to left	Backspace
Edit active cell	F2
Cancel cell entry	Escape Key

Highlighting Cells

Feature	Keyboard Shortcut
Select entire worksheet	Ctrl + A
Select entire row	Shift + Spacebar
Select entire column	Ctrl + Spacebar
Manual select	Hold Shift + with Left, Right, Up, Down Arrow Key

Clipboard (Copying and Moving Text)

Feature	Keyboard Shortcut
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V

Inserting Text Automatically

Description	Keyboard Shortcut
Autosum a range of cells	Alt + Equals Sign
Insert the date	Ctrl + ; (semi-colon)
Insert the time	Ctrl + Shift + ; (semi-colon)
Insert columns/rows	Ctrl + Shift + + (plus sign)
Insert a new worksheet	Shift + F11

Miscellaneous

Feature	Keyboard Shortcut
Find text	Ctrl + F
Replace text dialog	Ctrl + H
Create a chart automatically on new sheet	F11
Edit a cell comment	Shift + F2
Spell Check	F7
Show Formulas	Ctrl + `