

One and Two Key Commands

Key	Alone	Shift	Ctrl	Alt
F1	Help		Minimize Ribbon	Insert Chart as Object
F2	Edit Mode	Insert/Edit Comment	Print Preview	Save As
F3	Paste Name Formula	Function Wizard	Define Name	
F4	Repeat Action	Find Again	Close Window	Quit Excel
F5	Go To		Restore Window	
F6	Next Pane	Previous Pane	Next Workbook	Switch to VBA (if up)
F7	Spell Check	Research	Move Window	
F8	Extend Selection	Add to Selection	Resize Window	Macro List
F9	Calculate All	Calculate Worksheet	Minimize Workbook	
F10	Activate Menu	Context Menu	Restore Workbook	
F11	New Chart in New Sheet	New Worksheet	New Macro Sheet	Switch to VBA
F12	Save As	Save	Open	

One and Two Key Commands (cont)

A	Select Database	Show Ribbon
B	Bold	
C	Copy	
D	Fill Down	
F	Find	Opens Office Button/File Tab
G	Go To	
H	Replace	Show Home Ribbon Shortcuts
I	Italics	
K	Insert Hyperlink	
L	Create Table	Show Developer Ribbon Shortcuts
M		Show Formula Ribbon Shortcuts
N	New Workbook	Show Insert Ribbon Shortcuts
O	Open Workbook	



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One and Two Key Commands (cont)		
P	Print	Show Page Layout Ribbon Shortcuts
R	Fill Right	Show Review Ribbon Shortcuts
S	Save	
T	Create Table	
U	Underline	
V	Paste	
W	Close Workbook	Show View Ribbon Shortcuts
X	Cut	
Y	Repeat Active	Show Ribbon Shortcuts
Z	Undo	
0	Hide Columns	
1	Cell Format	
2	Toggle Bold	
3	Toggle Italics	

One and Two Key Commands (cont)			
4		Toggle Underline	
5		Toggle Strikethru	
6		Show/Hide Objects	
8		Outline	
9		Hide Rows	
*	(multiply)	Select Database	
-	(subtract)	Delete Selection	Control Menu
=	(equal)	Formula Calculate Now	Auto Sum
[Direct Dependents	
]		All Dependents	
;	(semicolon)	Insert Date	Select Visible Cells
'	(apostrophe)		Style
:	(colon)	Insert Time	



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One and Two Key Commands (cont)

/	Show Keystroke Shortcuts of Open Ribbon		Select Array	
\			Select Cells in Row/Col of Selection	
Insert	Insert Mode	Paste	Copy	
Delete	Clear		Delete to End of Line	
Page Up	Page Up	Extend Selection Page Up	Next Sheet	Screen Left
Page Down	Page Down	Extend Selection Page Down	Previous Sheet	Screen Right
Left Arrow	Move Left	Extend Selection Left One Cell	Select the Last Cell in Area Left	
Right Arrow	Move Right	Extend Selection Right One Cell	Select the Last Cell in Area Right	
Up Arrow	Move Up	Extend Selection Up One Cell	Select the Last Cell at Top of Region	

One and Two Key Commands (cont)

Down Arrow	Move Down	Extend Selection Down One Cell	Select the Last Cell at Bottom of Region	Drop Down List
Space Bar	Space	Select Row	Select Column	Control Box
Tab	Move Right	Move Left	Next Window	Next Application
Backspace			Go To Active Cell	
Return/Enter	Enter Value and Move Down	Enter Value and Move Up	Fill Value Into All Cells	Creates Another Text Line in Formula Bar
Home	Select First Cell in Row	Extend Selection to First Cell in Row	Select First cell in Window (A1)	

Three Key Commands

Key	Shift+Ctrl	Shift+Alt	Ctrl+Alt
F1		Insert New Sheet	New Macro Sheet
F2		Save	Open
F3	Names From Labels		
F4	Find Previous	Close Quickly	Save & Close
F6	Previous Workbook		
F9			Recalculate Full
F11		Show Script Editor	



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Three Key Commands (cont)

F12	Print	
B	Formula Arguments	
F	Font Name	Opens Office Button/File Tab
H		Opens Home Ribbon
L	Auto Filter	Opens Developer Ribbon
M		Opens Formula Ribbon
N		Opens Insert Ribbon
O	Select Comments	
P	Font Size	Opens Page Layout Window
R		Opens Review Ribbon
W		Opens View Ribbon
0	Unhide Columns	
1	Fixed Decimal Format	
2	Time Format	
3	Date Format	
4	Currency Format	
5	Percent Format	

Three Key Commands (cont)

6	Exponent Format		
7	Apply Border		
8	Select Region		
9	Unhide Rows		
-	Date Stamp		
(subtract)			
= (equal)	Insert Dialog		
[Direct Precedents		
]	All Precedents		
;	Insert Time		
(olon)			
' (apostrophe)	Copy Cell Value Above		
/	Select Array		
\	Select Cells in Other Rows		
Page Up	Extend Selection One Page Up	Extend Selection Page Left	
Page Down	Extend Selection One Page Down	Extend Selection Page Right	
Left Arrow	Extend Selection Left to Last Cell	Ungroup	Move Active Cell to Previous Cell
Right Arrow	Extend Selection Right to Last Cell	Group	Move Active Cell to Next Cell



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Three Key Commands (cont)

Up Arrow	Extend Selection Up to Last Cell
Down Arrow	Extend Selection Down to Last Cell
Space Bar	Select All
Tab	Previous Window
Return/Enter	Fill Value Into All Cells
Home	Extend Selection to First Cell in Window

Four Key Commands and Formatting Commands

Key	Shift+Ctrl+Alt	Key	Ctrl+Enter
F2	Print	~	General
F4	Save & Close	\$	Currency
F9	Recalculate Full Rebuild	%	Percentage
Tab	Active Windows	^	Scientific
		#	Date
		@	Time
		!	Number



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