Cheatography

Excel 2013 Keyboard Shortcuts Keyboard Shortcuts

by Webucator (Webucator) via cheatography.com/20386/cs/3178/

CTRL Combination Shortcut Keys

Ctrl+PgDn	Go to next worksheet tab
Ctrl+PgUp	Go to previous worksheet tab
Ctrl+Shift+&	Add outline border
Ctrl+Shift+&	Add outline border
Ctrl+Shift_	Removes outline border
Ctrl+Shift+~	Apply general number format
Ctrl+Shift+$	Apply currency format
Ctrl+Shift+%	Apply percentage format
Ctrl+Shift+%	Apply percentage format
Ctrl+Shift+^	Apply scientific number format
Ctrl+Shift+#	Apply date format
Ctrl+Shift+@	Apply time format
Ctrl+Shift+!	Apply number format
Ctrl+Shift+*	Select block of neighboring cells
Ctrl+Shift+:	Enter current time
Ctrl+Shift+"	Copy value of above cell
Ctrl+Shift+Plus (+)	Insert
Ctrl+Minus (-)	Delete
Ctrl+;	Enter current date
Ctrl+`	Alternate between displaying cell values and formulas
Ctrl+'	Copy formula of above cell
Ctrl+1	Format cells
Ctrl+2	Bold
Ctrl+3	Italic
Ctrl+4	Underline
Ctrl+5	Strikethrough
Ctrl+6	Hide/Show object
Ctrl+8	Hide/Show outline symbols
Ctrl+9	Hide selected rows
Ctrl+0	Hide selected columns
Ctrl+A	Select entire worksheet
Ctrl+B	Bold
Ctrl+C	Copy
Ctrl+D	Fill down
Ctrl+E	Flash fill

CTRL Combination Shortcut Keys (cont)

Ctrl+F	Find
Ctrl+G	Display Go To dialog box
Ctrl+H	Find and Replace
Ctrl+I	Italicize
Ctrl+K	Hyperlink
Ctrl+L	Create table
Ctrl+N	Create new workbook
Ctrl+O	Display Open dialog box
Ctrl+P	Print
Ctrl+Q	Quick Analysis
Ctrl+R	Fill right
Ctrl+S	Save
Ctrl+T	Create table
Ctrl+U	Underline
Ctrl+V	Paste
Ctrl+W	Close workbook
Ctrl+X	Cut
Ctrl+Y	Redo
Ctrl+Z	Undo

Function Keys

F1	Help
F2	Edit active cell
F3	Paste Name
F4	Redo
F5	Display Go To dialog box
F6	Toggle control
Shift+F6	Toggle Control (reverse)
F7	Spell check
F8	Extend mode
F9	Calculate all worksheets
Shift+F9	Calculate active worksheet
F10	Show/hide key tips
F11	Create Chart sheet
F12	Save As
Ctrl+F1	Show/Hide Ribbon
Alt+F1	Create embedded chart
Alt+Shift+F1	Insert worksheet

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Function Keys (cont)	
Shift+F2	Add/Edit comment
Ctrl+F2	Print Preview
Shift+F3	Insert function
Ctrl+F4	Close workbook
Alt+F4	Close Excel
Ctrl+F6	Switch workbook
Ctrl+F7	Move window
Ctrl+F8	Resize window
Alt+F8	Display Macro dialog box
Ctrl+F9	Minimize window
Shift+F10	Display shortcut menu
Ctrl+F10	Maximize/Restore window
Shift+F11	Insert worksheet
Alt+F11	Open VBA Editor

Other Common Shortcut Keys	
Alt	Show/Hide key tips
Arrow Keys	Move between cells
Ctrl+Arrow Key	Move to edge of current data region
Shift+Arrow Key	Extend selection
Esc	Cancel entry
Tab	Move to cell to the right
Shift+Tab	Move to cell to the left

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