

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+F | Find |

CTRL Combination Shortcut Keys (cont)

| | |
|--------|--------------------------|
| 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 |
| Shift+F2 | Add/Edit comment |
| Ctrl+F2 | Print Preview |



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Function Keys (cont)

| | |
|-----------|--------------------------|
| 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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