

Unless stated otherwise, these shortcuts are the same from Excel 2000 through to Excel 2010. Many of these shortcuts work in the same or similar ways in other applications, although some obviously won't since they refer to Excel concepts such as cells.

In all cases, keys should be pressed together when shown with a + symbol, so Ctrl + B implies you should press and hold the Ctrl key, press B briefly then let go of Ctrl.

Warning about aligning data in cells using shortcut keys!

If you are familiar with shortcut keys from Microsoft Word, you might try to align data in cells using Ctrl + L, R, J and E. Unfortunately, this won't work: Excel 2000 and later versions interpret Ctrl + R to mean "Fill Right" and ignores the others. Excel 2003 onwards also hijack Ctrl + L to insert a List (or Table as they are known from 2007 on).

Shortcut keys and Ribbon or toolbar buttons may not give the same results

Note that some of the number formats applied by shortcut keys in Excel are not the same as those which appear on the default options on the Home Ribbon in 2007 or toolbars of older versions. Differences are shown in the notes in this document.

Managing workbooks and general keys

- Ctrl + N Create a blank new workbook without displaying the File > New dialogue to choose a template
- Ctrl + O Display the File > Open dialogue box to open a file
- Ctrl + P Brings up the Print dialog box (enter will then print using the last settings)
- Ctrl + S Save the current open workbook (if you have not yet saved it this will open the Save As dialogue first)
- Ctrl + W Close the current workbook
- Ctrl + Z Undo the last action (same as Alt + Backspace)
- Ctrl + Y Re-do (repeat) an action, or put back an undone action
- Alt + Tab Switch between open applications, including multiple open workbooks (hold Alt and press Tab until the correct application is chosen, then release Alt)
- Ctrl + F / G / H Opens the Find, Go To, or Replace dialogue box (notice that F and G make good sense, and H is the next letter)
- F1 Help!

Moving around your worksheets

Note, in general, using the keys below to move around will deselect any range you have selected, taking account only of the active cell. Scroll lock can be used to change this.

- ←→↑↓** Moves the active cell one cell in the relevant direction. Holding Shift selects cells as it goes along.
- Ctrl + **←→↑↓** Move to the last cell in the given direction in the same connected region as the current cell (so it stops if there is a gap, in other words). Shift selects at the same time.
- Page Up / Down Moves up or down a screen in the current workbook
- Ctrl + Page Up / Down Moves up or down to the next worksheet
- Scroll Lock Locks the active cell while you move around a worksheet using Page Up / Down etc. Repeat to turn off.

Formatting cells and text

- Ctrl + 1 Open the format dialogue box (for cells, charts etc)
- Ctrl + B / I / U Apply Bold, *Italic*, or Underline format to selection
- Ctrl + X / C / V Cut (X) the current selection, Copy it (C) or Paste it (V) (notice that X and C make good sense, and V is the next key along the bottom row of the keyboard)
- Ctrl + ! (Ctrl + Shift + 1) Applies a number format with two decimal places, comma separator for thousands, and minus (-) for negative values (almost the same as Number format on the Ribbon, but with comma separators).
- Ctrl + \$ (Ctrl + Shift + 4) Applies the Currency format which has two decimal places, comma separators, and currency symbol. Negative numbers are red and prefixed with a minus.
- Ctrl + % (Ctrl + Shift + 5) Applies the Percentage format with no decimal places
 - Ctrl + # Applies the custom date format dd-mmm-yy. This is 2 digit day, short month name, 2 digit year; on the ribbon the choices either show the month as a number (short date) or in full (long date) and with four digit years.
- Ctrl + @ (Ctrl + Shift + ') Applies the custom time format hh:mm This is 24-hour clock format with no seconds, whereas the "Time" format on the ribbon includes seconds
- Ctrl + ~ (Ctrl + Shift + #) Applies the General number format

Entering data and formulas

- Tab Enter the current data and move to the next cell in the range, or one cell right if no range selected
- Enter If a range is selected, move one cell down, otherwise move to the cell under the first cell you tabbed from
- Shift + Tab Same as above, but reverses direction (generally use this to go back to the previous cell in a Tab series)
- Ctrl + Enter Enters the new data in all cells currently selected (and leaves the active cell where it is).
- Ctrl + D Fill down. If you select a single cell or a range of cells in a single row, this copies from the cell(s) above. If you select a range it copies the first row of cells to the cells below (it ignores which is the active cell)
- Ctrl + R Fill right. Similar to Fill Down, copies cells to the right.
- Ctrl + " (Ctrl + Shift + 2) Copy the cell above and remain in edit mode
- F4 Toggles a cell reference in a formula from absolute to relative, cycling round like this: A1 > \$A\$1 > A\$1 > \$A1

Selecting cells

- Ctrl + A Selects the current data range (up to the first blank row and column). Click again to select the whole sheet.
- F2 Start editing the existing content of the active cell
- F8 Switches on or off "extend" mode – the range will extend from the current cell to wherever you navigate (like Shift + mouse clicking).
The status area shows EXTEND in Excel 2003, "Extend selection" in 2007 while it is on.
- Shift + F8 Switches on or off "add" mode – the range will include any new cells or ranges you navigate to (like Ctrl + Mouse clicking). It does not include the cells in between like extend mode, but works well in combination with that. The status area shows ADD in Excel 2003, "Add to selection" in 2007 while it is on.
- Ctrl + Space Selects the current column(s)
- Shift + Space Selects the current row(s)