

# MICROSOFT EXCEL KEYBOARD SHORTCUTS

COMMAND	FUNCTION	COMMAND	FUNCTION
Ctrl+S	Saves the open worksheet	Ctrl+Shift+:	Enters current time
Ctrl+P	Print the current sheet	Ctrl+;	Enters current date
Ctrl+Z	Undo last action	Ctrl+Shift+#	Applies date formatting
Ctrl+N	Creates a new workbook	Ctrl+Shift+^	Apply scientific number format
Ctrl+A	Select all contents in worksheet	Ctrl+Shift+%	Apply percentage number format
Ctrl+C	Copy highlighted cells	Ctrl+'	Copies formula from cell above
Ctrl+V	Pastes everything copied	Ctrl+Shift+''	Copies value from cell above
Ctrl+B	Bold highlighted section	Ctrl+Tab	Move between 2 Excel files
Ctrl+U	Underline highlighted section	Alt+A	Go to Data tab
Ctrl+I	Italics on highlighted section	Alt+N	Go to Insert tab
Ctrl+Y	Repeats last entry	Alt+M	Go to Formulas tab
Ctrl+F	Search current sheet	Alt+P	Go to Page Layout tab
Ctrl+H	Find and Replace	Ctrl+5	Puts a strikethrough highlighted cells
Ctrl+X	Cuts highlighted section	Ctrl+9	Hide Rows
Ctrl+-	Deletes selected column/row	Ctrl+0	Hide Columns
Ctrl+Shift+=	Inserts new column/row	Alt+H H	Choose cell fill color
Ctrl+Spacebar	Selects entire column	Shift+Tab	Move to previous cell
Ctrl+Home	Move to cell A1	Shift+ARROW	Extends highlighted area 1 cell that direction
Ctrl+End	Move to last cell on worksheet	Alt+F1	Inserts a chart



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