

## Microsoft Excel – keyboard shortcuts

Remember that most of these keyboard shortcuts only work AFTER you have selected one or more cell(s).

Keyboard Command	Menu alternative	Action
[F1]	Help <i>Microsoft Excel Help</i>	Activates the help menu or the Office Assistant
[F12]	File <i>Save As</i>	Save As
[F7]	Tools <i>Spelling</i>	Check spelling
[F9]	n/a	Update a table of contents or index
Alt+[F3]	Insert <i>AutoText <i>new</i></i>	Creates a new auto text entry
Ctrl+[ or Ctrl+]	Format <i>Font <i>Size</i></i>	Increases or decreases font size 1 pt at a time
Ctrl+ arrow key	n/a	“hop” over words, lines, or paragraphs
Ctrl+A	Edit <i>Select All</i>	Selects all text and/or graphics in document
Ctrl+B	Format <i>Font <i>Bold</i></i>	Makes selection <b>BOLD</b>
Ctrl+C	Edit <i>Copy</i>	Copy
Ctrl+D	Format <i>Font</i>	Shortcut to font menu
Ctrl+E	Format <i>paragraph <i>align</i></i>	Center selected paragraph
Ctrl+End	n/a	Moves cursor to end of document
Ctrl+F	Edit <i>Find</i>	Find
Ctrl+G	Edit <i>Go to</i>	Go To
Ctrl+H	Edit <i>Replace</i>	Replace
Ctrl+Home	n/a	Moves cursor to beginning of document
Ctrl+I	Format <i>Font <i>Italics</i></i>	Makes selection <i>ITALICS</i>
Ctrl+J	Format <i>paragraph <i>align</i></i>	Justify selected paragraph
Ctrl+K	Insert <i>Hyperlink</i>	Inserts a hyperlink
Ctrl+L	Format <i>paragraph <i>align</i></i>	Left align selected paragraph
Ctrl+M	Format <i>paragraph <i>indent</i></i>	Indents paragraph .5”
Ctrl+N	File <i>New</i>	Creates a new blank document
Ctrl+O	File <i>Open</i>	Allows you to open an existing file
Ctrl+P	File <i>Print</i>	Print
Ctrl+R	Format <i>paragraph <i>align</i></i>	Right align selected paragraph
Ctrl+S	File <i>Save</i>	Save
Ctrl+T	Format <i>Font <i>paragraph <i>indent</i></i></i>	Creates a hanging indent on selected paragraph.
Ctrl+Shift+ arrow key	n/a	Select words or paragraphs
Ctrl+U	Format <i>Font <i>Underline</i></i>	Makes selection <u>UNDERLINED</u>
Ctrl+V	Edit <i>Paste</i>	Paste
Ctrl+W	File <i>Close</i>	Closes active document
Ctrl+X	Edit <i>Cut</i>	Cut
Ctrl+Y	Edit <i>Repeat</i>	Repeats last action
Ctrl+Z	Edit <i>Undo</i>	Undoes the last command/keystroke.
End	n/a	Moves cursor to end of line
Home	n/a	Moves cursor to beginning of line
Shift+ arrow key	n/a	Select letters or lines of text
Shift+[F3]	Format <i>Change case</i>	Changes the case of selected text – from all caps to all lowercase, sentence case, or back to caps again