



Microsoft Excel© Keyboard Shortcuts

F4 Repeats the last action
F4 [when a cell is in edit mode] Cycles through relative vs absolute options
Alt + F8 Create Macro
Ctrl + Down Arrow Selects data to the end of the list
Shift + Arrows Allows selection of cells
Backspace Deletes one character to the left
Delete Deletes one character to the right
Ctrl K Insert Hyperlink
Ctrl 1 Opens Format Cells Dialogue Box
Ctrl + PgUp Switches between worksheet tabs left to right
Ctrl + PgDn Switches between worksheet tabs right to left
F11 Creates a quick graph from highlighted data
Ctrl B Bold
Ctrl I Italics
Ctrl U Underline
Ctrl W Close document
Alt F4 Exit Application
Ctrl A Select All
Ctrl X Cut
Ctrl C Copy
Ctrl V Paste
Ctrl F or H Find (Navigation)

F5 Go To
Ctrl Home Returns to Cell A1 on current sheet
Ctrl End Last cell with or had contained data
Ctrl + Shift + End Selects spread sheet from that point to end of text
F1 Help
Ctrl N New Document
Ctrl O Open Document
Ctrl P Print
Ctrl Z Undo
Ctrl Y Redo
Ctrl S Save Document
F12 Save As
Ctrl F1 Show/Hide Ribbon
F7 Spell check
Alt Displays Ribbon Shortcuts