

Excel for PC Commonly-Used Keyboard Shortcuts

F2 Edits the active cell

F4 Used after F2, applies absolute reference (cell anchoring) notation to cell coordinates. Repeat to cycle through the different types of anchoring.

CTRL+SHIFT+\$ Applies the Currency format with two decimal places (negative numbers in parentheses)

CTRL+SHIFT+% Applies the Percentage format with no decimals

CTRL+~ (tilde) Alternates between displaying cell values and displaying formulas in the worksheet

CTRL+' Copies a formula from the cell above the active cell into the active cell and the Formula Bar

CTRL+SHIFT+" Copies the value from the cell above the active cell into the active cell and the Formula Bar

CTRL+1 Displays the Format Cells dialog box

CTRL+D Uses the Fill Down command to copy the contents and the format of the top-most cell of a selected range into the cells below

ALT+I+M Enters a Comment in a cell

CTRL+SHIFT+O Selects all cells that contain Comments

CTRL+R Uses the Fill Right command to copy the contents and format of the left-most cell of a selected range into the cells to the right

CTRL+Y Repeats the last command or action

CTRL+Z Uses the Undo command to reverse the last command or action

ALT+F1 Charts the currently selected data in the current worksheet; **F11** puts the chart in a new worksheet

ALT+SHIFT+F1 Inserts a new worksheet

F9 Calculates the entire workbook including data tables

CTRL+[Jumps you to the cell that feeds the current cell; then **F5+ENTER** returns you to the original cell

ALT+T+G Brings up the Goal Seek dialog box

SHIFT+ARROW KEY Extends the selection of cells by 1 in the direction of the arrow used

CTRL+SHIFT+ARROW KEY Extends the selection of cells to the last nonblank cell in the same column or row as the active cell

DELETE Removes the cell contents, data and formulas from selected cells without affecting cell formats or comments

ALT+ENTER Starts a new line in the same cell

CTRL+END Moves to the last cell on a worksheet, in the lowest used row of the right-most used column

CTRL+HOME Moves to the beginning of a worksheet

CTRL+SHIFT+HOME Extends the selection of cells to the beginning of the worksheet

CTRL+PAGE DOWN Moves to the next sheet in a workbook

CTRL+PAGE UP Moves to the prior sheet in a workbook

CTRL+SPACEBAR Selects an entire column in a worksheet; then **CTRL++** to add a column, or **CTRL+ -** to delete a column

SHIFT+SPACEBAR Selects an entire row in a worksheet; then **CTRL++** to add a row, or **CTRL+ -** to delete a row

ALT+M+D Traces dependents; **ALT+M+A+ENTER** Removes arrows

ALT+D+T Brings up the Data Table dialog box

After **CTRL+C**:

ALT+E+S+T Pastes copied format only

ALT+E+S+R Pastes copied formula and number format only

ALT+E+S+F Pastes copied formula only

ALT+E+S+C Pastes copied comment only