



## Microsoft Excel Keyboard Keys

Source: [http://allhotkeys.com/microsoft\\_excel\\_hotkeys.html](http://allhotkeys.com/microsoft_excel_hotkeys.html)

### General

Description	Shortcut Key
New file	Ctrl + N
Open file	Ctrl + O
Save file	Ctrl + S
Move between open workbooks	Ctrl + F6
Close file	Ctrl + F4
Save as	F12
Display the print menu	Ctrl + P
Select whole spreadsheet	Ctrl + A
Select column	Ctrl + Space
Select row	Shift + Space
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Start a formula	Equals Sign (eg. SUM(A1+A2))
Exit Excel 97	Alt + F4

## Navigating

<b>Description</b>	<b>Shortcut Key</b>
Move to next cell in row	Tab
Move to previous cell in row	Shift + Tab
Up one screen	Page Up
Down one screen	Page Down
Move to next worksheet	Ctrl + Page Down
Move to previous worksheet	Ctrl + Page Up
Go to first cell in data region	Ctrl + Home
Go to last cell in data region	Ctrl + End

## Formatting Text In Worksheet

<b>Description</b>	<b>Shortcut Key</b>
Bold toggle for selection	Ctrl + B
Italic toggle for selection	Ctrl + I
Underline toggle for selection	Ctrl + U
Strikethrough for selection	Ctrl + 5
Change the font	Ctrl + Shift + F
Change the font size	Ctrl + Shift + P

Apply outline borders	Ctrl + Shift + 7
Remove all borders	Ctrl + Shift + Underline
Wrap text in same cell	Alt + Enter

### Formatting Cells

<b>Description</b>	<b>Shortcut Key</b>
Format cells	Ctrl + 1
Select font	Ctrl + Shift + F
Select point size	Ctrl + Shift + P
Format as currency	Ctrl + Shift + 4
Format as general (to remove any formatting)	Ctrl + Shift + # (hash sign)
Format as percentage	Ctrl + Shift + 5
Format as number	Ctrl + Shift + 1

### Editing/Deleting Text

<b>Description</b>	<b>Shortcut Key</b>
Delete one character to right	Delete
Delete one character to left	Backspace
Edit active cell	F2
Cancel cell entry	Escape Key

### Highlighting Cells

<b>Description</b>	<b>Shortcut Key</b>
Select entire worksheet	Ctrl + A
Select entire row	Shift + Spacebar
Select entire column	Ctrl + Spacebar
Manual select	Hold Shift + with Left, Right, Up, Down Arrow Key

### Copying and Moving Text

<b>Description</b>	<b>Shortcut Key</b>
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V

### Inserting Text Automatically

<b>Description</b>	<b>Shortcut Key</b>
Autosum a range of cells	Alt + Equals Sign
Insert the date	Ctrl + ; (semi-colon)
Insert the time	Ctrl + Shift + ; (semi-colon)
Insert columns/rows	Ctrl + Shift + + (plus sign)

Insert a new worksheet                          Shift + F11

**Misc**

<b>Description</b>	<b>Shortcut Key</b>
Find text	Ctrl + F
Replace text dialog	Ctrl + H
Create a chart automatically on new sheet	F11
Edit a cell comment	Shift + F2

**Main Jaws Keystrokes In Excel**

<b>Description</b>	<b>Shortcut Key</b>
Say Version of Excel	Ctrl + Shift + V
Move to Next Sheet	Ctrl + Page Down
Move to Prior Sheet	Ctrl + Page Up
Go to a cell command	Ctrl + G
Collapse Selection To Active Cell	Shift + Backspace
Say Active Cell Coordinates	Insert + C
AutoSum	Alt + Equals
Formula Mode	Equals Sign
Insert Date In Current Cell	Ctrl + ; (semicolon)

Insert Time In Current Cell	Ctrl + Shift + ; (semicolon)
Current Column First Cell From Top	Alt + 1
Current Column Second Cell From Top	Alt + 2
Current Column Third Cell From Top	Alt + 3
Current Column Fourth Cell From Top	Alt + 4
Data Region Left	Ctrl + Left Arrow
Data Region Right	Ctrl + Right Arrow
Data Region Down	Ctrl + Down Arrow
Data Region Up	Ctrl + Up Arrow
Select Whole Data Region	Ctrl + Shift + 8
Say Formula	Ctrl + F2
Spell Check	F7
Report Gridline Status	Alt + Shift + g
Read Row Total	Insert + Delete
Read Column Total	Insert + Enter
Say Column Title	Alt + Shift + C
Say Row Title	Alt + Shift + R

Say Visible Range Coordinates	Alt + Shift + V
Cycle Through Controls in Dialog Box	Tab
Tab Backwards	Shift + Tab
List Cells With Comments	Ctrl + Shift + ' (apostrophe)
Row Second Cell From Left	Alt + Ctrl + 2
Row First Cell From Left	Alt + Ctrl + 1
Row Third Cell From Left	Alt + Ctrl + 3
Row Fourth Cell From Left	Alt + Ctrl + 4
Describe Cell Border	Alt + Shift + B
Read Cell Comment	Alt + Shift + ' (apostrophe)
Auto Filter	Ctrl + Shift + A
Read Cell Hyperlink	Alt + Shift + H
Close Office Assistant	Ctrl + Insert + F4
Set Monitor Cell One	Alt + Ctrl + Shift + 1
Set Monitor Cell Two	Alt + Ctrl + Shift + 2
Set Monitor Cell Three	Alt + Ctrl + Shift + 3
Set Monitor Cell Four	Alt + Ctrl + Shift + 4

Set Monitor Cell Five	Alt + Ctrl + Shift + 5
Set Monitor Cell Six	Alt + Ctrl + Shift + 6
Set Monitor Cell Seven	Alt + Ctrl + Shift + 7
Set Monitor Cell Eight	Alt + Ctrl + Shift + 8
Set Monitor Cell Nine	Alt + Ctrl + Shift + 9
Set Monitor Cell 10	Alt + Ctrl + Shift + 0
Read Monitor Cell One	Alt + Shift + 1
Read Monitor Cell Two	Alt + Shift + 2
Read Monitor Cell Three	Alt + Shift + 3
Read Monitor Cell Four	Alt + Shift + 4
Read Monitor Cell Five	Alt + Shift + 5
Read Monitor Cell Six	Alt + Shift + 6
Read Monitor Cell Seven	Alt + Shift + 7
Read Monitor Cell Eight	Alt + Shift + 8
Read Monitor Cell Nine	Alt + Shift + 9
Read Monitor Cell Ten	Alt + Shift + 0
List Visible Cells With Data	Ctrl + Shift + D



Lists Data In Current Column	Ctrl + Shift + C
List Data In Current Row	Ctrl + Shift + R
Select Hyperlink	Ctrl + Shift + H
Move To Worksheet Listbox	Ctrl + Shift + S
Move To Monitor Cell	Ctrl + Shift + M
Select Worksheet Objects	Ctrl + Shift + O
List Cells At Page Breaks	Ctrl + Shift + B
Options Listbox	Insert + V