

Excel 2010 keyboard shortcuts I: CTRL key shortcuts

Quick Reference Card

Basic keyboard shortcuts

This is only a partial list. For a comprehensive list, see the other Module Resources for this module.

To do this	Press
New workbook	CTRL+N
Save	CTRL+S
Undo	CTRL+Z
Redo	CTRL+Y
Cut	CTRL+X
Print	CTRL+P
Open files	CTRL+O
Find text	CTRL+F
Copy	CTRL+C
Paste all	CTRL+V
Paste special	CTRL+ALT+V
Close	CTRL+W
Exit Excel	ALT+F4

Keyboard shortcuts for formulas

This is only a partial list. For a comprehensive list, see the other Module Resources for this module.

To do this	Press
Fill right	CTRL+R
Fill down	CTRL+D
Insert AutoSum	ALT=
Fill current entry	CTRL+ENTER
F2	Edit Formula
Expand Formula Bar	CTRL+SHIFT+U
View formulas	CTRL `
Change reference type	F4
Cancel entry	ESC

Keyboard shortcuts for moving around workbooks

This is only a partial list. For a comprehensive list, see the other Module Resources for this module.

To do this	Press
Move one cell	Arrow keys
Move to edge of range	CTRL+Arrow
Move to last cell on worksheet that contains data	CTRL+End
Move to beginning of worksheet	CTRL+Home
Go To dialog box	CTRL+G
Move one screen down	Page Down
Move one screen up	Page Up
Move one screen to the right	ALT+Page Down
Move one screen to the left	ALT+Page Up
Move to next worksheet	CTRL+Page Down
Move to previous worksheet	CTRL+Page Up

Keyboard shortcuts for selecting

This is only a partial list. For a comprehensive list, see the other Module Resources for this module.

To do this	Press
Extend selection by one cell	SHIFT+Arrow keys
Extend selection to end of row or column	CTRL+SHIFT+Arrow keys
Extend selection to end of data	CTRL SHIFT+END
Extend selection to Cell A1	CTRL+SHIFT+HOME
Select all	CTRL+A
Select row	SHIFT+Spacebar
Select column	CTRL+Spacebar
Select only the visible data after hiding rows or columns	ALT+;

Keyboard shortcuts for adding and inserting

This is only a partial list. For a comprehensive list, see the other Module Resources for this module.

To do this	Press
Insert cells, rows, or columns	CTRL+SHIFT+Plus sign
Delete cells, rows, or columns	CTRL+Minus sign
Hide rows	CTRL+9
Hide Columns	CTRL+Zero
Insert new worksheet	SHIFT+F11