You use Excel in a professional capacity for a variety of reasons. Excel is a great tool to save your data, organize and store your numbers, and produce graphs. Format your cells easily with our handy keyboard shortcuts. We pulled together the most useful keyboard shortcuts you need to know for Excel. Over time, you'll commit these useful and powerful shortcuts to memory. We recommend keeping a copy on your desktop for easy access!

General Program Shortcuts

Ctrl + N	Create a new workbook
Ctrl + O	Open an existing document
Ctrl + S	Save a document
F12	Open the Save As dialog box
Ctrl + W	Close a workbook
Ctrl + Z	Undo an action
F4	Repeat the last command or action
Ctrl + F4	Close Excel
Shift + F11	Insert a new worksheet
Ctrl_Z	Undo an action
Ctrl + Y	Redo an action
Ctrl + F2	Switch to Print Preview
F1	Open the Help pane
F7	Check spelling
F11	Create a bar chart based on the selected data
Ctrl + F	Search in a spreadsheet or use Find and Replace
Ctrl + Tab	Switch between open workbooks
Shift + F3	Insert a function
Alt + F8	Create, run, edit, or delete a macro

Moving Around in a Worksheet or Cell

Ctrl + Left/Right Arrow	Move to the farthest left or right cell in a row
Ctrl + Up/Down Arrow	Move to the top or bottom cell in a column
Tab	Go to the next cell
Shift + Tab	Go to the previous cell
Ctrl + End	Go to the most bottom right cell
Ctrl + Home	Move to the beginning of a worksheet
F5	Go to any cell by pressing F5 and typing the cell coordinate

Selecting Cells

Shift + Space	Select the entire row
Ctrl + Space	Select the entire column
Ctrl + Shift + Space	Select the entire worksheet

Editing Cells

F2	Edit a cell
Shift + F2	Add or edit a cell comment
Ctrl + X	Cut contents of a cell
Ctrl + C	Copy contents of a cell
Ctrl + V	Paste contents of a cell
Ctrl + Alt + V	Open the Paste Special dialog box
Alt + Enter	Insert a hard return within a cell
Ctrl + (+) plus symbol	Insert a column/row to the left/above of the selected column/row
Ctrl + (-) minus symbol	Delete the selected column
Esc	Cancel an entry in a cell or the formula bar
F2	Edit a cell

Formatting Cells

Ctrl + B	Add or remove bold to/from the contents of a cell
Ctrl + I	Add or remove italics to/from the contents of a cell
Ctrl + U	Add or remove underline to/from the contents of a cell
Alt + H + H	Select a fill colour
Alt + H + B	Apply outline border
Ctrl + Shift + __ (Underscore)	Remove outline border
Ctrl + 9	Hide the selected rows
Ctrl + 0	Hide the selected columns
Ctrl + 1	Open the Format Cells dialog box
Ctrl + Shift + $	Apply currency format
Ctrl + Shift + %	Apply percent format

Excel is a powerful tool that can be used in so many ways. We offer various courses that help you work more confidently with Excel and master its unique features.

If you want:

An overview of Excel: Start with **Excel Level 1 (Basic)**, **Level 2 (Intermediate)**, or **Level 3 (Advanced)**
To be more productive: Check out **Excel Tips, Tricks and Time Savers**
To display your data more effectively: We cover **charts, dashboards and visualizations**
To power up your use of Excel: Check out our **power functions and features courses**
To learn about VBA: Check out our **Automation with Macros and VBA training**

Contact us today to learn about your training options.