



Microsoft Excel

Shortcut Key (For English User)

File

Displays the Open dialog box to open or find a file.	Ctrl O
Creates a new, blank workbook	Ctrl N
Saves the active file with its current file name, location, and file format	Ctrl S
Closes the selected workbook window	Ctrl W
Print File (Opens print menu)	Ctrl P

Format Data

Applies or removes bold formatting	Ctrl B
Applies or removes underlining	Ctrl U
Applies or removes italic formatting	Ctrl I
Applies the General number format	Ctrl Shift ~
Applies the Currency format with two decimal places	Ctrl Shift \$
Applies the Percentage format with no decimal places	Ctrl Shift %
Applies the Date format with the day, month, and year	Ctrl Shift #
Applies the Time format with the hour and minute, and AM or PM	Ctrl Shift @
Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values	Ctrl Shift !
Applies the outline border to the selected cells	Ctrl Shift &
Removes the outline border from the selected cells	Ctrl Shift _

Find & Replace

Displays the Find and Replace dialog box, with the Find tab selected	Ctrl F
Displays the Find and Replace dialog box, with the Replace tab selected	Ctrl H
Displays the Go To dialog box	Ctrl G



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Edit Data

Copies the selected cells. Ctrl C

Inserts the contents of the Clipboard at the insertion point and replaces any selection Ctrl V

Cuts the selected cells Ctrl X

Repeats the last command or action Ctrl Y

Uses the Undo command to reverse the last command Ctrl Z

Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below Ctrl D

Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right Ctrl R

Displays the Insert Hyperlink dialog box or the Edit Hyperlink dialog box Ctrl K

Displays the Create Table dialog box Ctrl L

Copies a formula from the cell above the active cell into the cell or the Formula Bar Ctrl '

Displays the Delete dialog box to delete the selected cells Ctrl -

Enters the current date Ctrl ;

Copies the value from the cell above the active cell into the cell or the Formula Bar Ctrl Shift "

Enters the current time Ctrl Shift :

Displays the Insert dialog box to insert blank cells Ctrl Shift +

Select Cells

Selects the entire worksheet Ctrl A

Selects the current region around the active cell Ctrl Shift *

Find & Replace

Open the Navigation task pane (to search document) Ctrl T