

Excel Shortcut Keys

These shortcuts work in all versions of Excel from version 97 onwards. If anyone is still using version 95 or earlier (really?) they may well work there as well. I just haven't tested them.

General Office Shortcuts		Select Data with the Mouse	
F1	Help	Word or Cell Reference	Double click word or reference
F5 or Ctrl+G	Go To (but not in PowerPoint)	Column	Click Column Letter
Ctrl+F6	Cycle through open windows in the current application	Row	Click Row Number
F7	Spelling and Grammar check	Range of Cells	Click in centre of cell and drag to select range or click first cell in range and shift-click last cell in range.
F10	Activate menu bar		
F12	Save As		
Ctrl+S	Save		
Ctrl+P	Open Print Dialog Box	Moving around the Workbook *	
Ctrl+X	Cut	→	One cell right
Ctrl+C	Copy	←	One cell left
Ctrl+V	Paste	↑	One cell up
Ctrl+O	Open	↓	One cell down
Ctrl+W	Close	Ctrl+→	Right edge of data
Ctrl+Z	Undo	Ctrl+←	Left edge of data
Ctrl+Y	Redo	Ctrl+↑	Top edge of data
Ctrl+B	Bold	Ctrl+↓	Bottom edge of data
Ctrl+I	Italic	PgDn	Move down one screen
Ctrl+N	New	PgUp	Move up one screen
Ctrl+U	Underline	Ctrl+PgDn	Move one sheet to the right
Ctrl+F	Find	Ctrl+PgUp	Move one sheet to the left
Ctrl+H	Replace	Alt+PgDn	Move one screen to the right
Formatting		Alt+PgUp	Move one screen to the left
Ctrl+1	Open Format Cells Dialog	Home	Go to column A in current row
Ctrl+2	Bold	Ctrl+Home	Go to cell A1
Ctrl+3	Italic	Ctrl+End	Go to the intersection of the highest used Row and Column
Ctrl+5	Strike Through	Function Keys	
Miscellaneous		F2	Edit cell
Ctrl+A	Selects sheet	F3	Insert Name into formula
Ctrl+;	Insert current date	Ctrl+F3	Define names
Ctrl+:	Insert current time	F4	Absolute reference
Ctrl+*	Select current data range	F8	Extend selection
Changing the Workbook		F9	Recalc workbook
Ctrl+-	Delete Row/Column/Cell	F11	Create chart
Ctrl++	Insert Row/Column/Cell	Shift+F11	Open VBA Editor
Ctrl+0	Hide Row/Column/Cell		

* When using the shortcut keys for moving around the worksheet, hold the Shift key down to select the cells from the original cursor position to the destination.