



## Microsoft Excel 2007 keyboard shortcuts 🇺🇸

List of shortcut keys

Shortcut	Command
<b>CTRL combination shortcut keys</b>	
CTRL+SHFT+(	Unhides any hidden rows within the selection.
CTRL+SHFT+)	Unhides any hidden columns within the selection.
CTRL+SHFT+&	Applies the outline border to the selected cells.
CTRL+SHFT_	Removes the outline border from the selected cells.
CTRL SHFT ~	Applies the General number format in Microsoft Excel.
CTRL+SHFT+\$	Applies the Currency format with two decimal places (negative numbers in parentheses).
CTRL+SHFT+%	Applies the Percentage format with no decimal places.
CTRL+SHFT+^	Applies the Exponential number format with two decimal places.
CTRL+SHFT+#	Applies the Date format with the day, month, and year.
CTRL+SHFT+@	Applies the Time format with the hour and minute, and AM or PM.
CTRL+SHFT+!	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
CTRL+SHFT+*	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable report.
CTRL+SHFT+:	Enters the current time.
CTRL+SHFT+	Copies the value from the cell above the active cell into the cell or the Formula Bar.
CTRL SHFT Plus ( )	Displays the Insert dialog box to insert blank cells in Microsoft Excel.
CTRL+Minus (-)	Displays the Delete dialog box to delete the selected cells.
CTRL+;	Enters the current date.
CTRL+'	Alternates between displaying cell values and displaying formulas in the worksheet.
CTRL+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
CTRL+1	Displays the Format Cells dialog box.
CTRL+2	Applies or removes bold formatting.
CTRL+3	Applies or removes italic formatting.
CTRL 4	Applies or removes underlining in Microsoft Excel.
CTRL+5	Applies or removes strikethrough.
CTRL+6	Alternates between hiding objects, displaying objects, and displaying placeholders for objects.
CTRL+8	Displays or hides the outline symbols.
CTRL+9	Hides the selected rows.
CTRL 0	Hides the selected columns in Microsoft Excel.
CTRL+A	Selects the entire worksheet. If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+ the current region and its summary rows. Pressing CTRL+A a third time selects the entire worksheet. When the ir right of a function name in a formula, displays the Function Arguments dialog box. CTRL+SHFT+A inserts the arg parentheses when the insertion point is to the right of a function name in a formula.
CTRL+B	Applies or removes bold formatting.

CTRL+N	Creates a new, blank workbook.
CTRL O	Displays the Open dialog box to open or find a file. CTRL SHFT O selects all cells that contain comments in Micro
CTRL+P	Displays the Print dialog box. CTRL+SHFT+P opens the Format Cells dialog box with the Font tab selected.
CTRL+R	Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells
CTRL+S	Saves the active file with its current file name, location, and file format.
CTRL T	Displays the Create Table dialog box in Microsoft Excel.
CTRL+U	Applies or removes underlining. CTRL+SHFT+U switches between expanding and collapsing of the formula bar.
CTRL+V	Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you ha object, text, or cell contents.
CTRL+W	Closes the selected workbook window.
CTRL+X	Cuts the selected cells.
CTRL Y	Repeats the last command or action, if possible in Microsoft Excel.
CTRL+Z	Uses the Undo command to reverse the last command or to delete the last entry that you typed. CTRL+SHFT+Z command to reverse or restore the last automatic correction when AutoCorrect Smart Tags are displayed.

### Function keys

F1	Displays the Microsoft Office Excel Help task pane. CTRL+F1 displays or hides the Ribbon, a component of the M user interface. ALT+F1 creates a chart of the data in the current range. ALT+SHFT+F1 inserts a new worksheet.
F2	Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion poi when editing in a cell is turned off. SHFT+F2 adds or edits a cell comment. CTRL+F2 displays the Print Preview
F3	Displays the Paste Name dialog box. SHFT+F3 displays the Insert Function dialog box.
F4	Repeats the last command or action, if possible. CTRL+F4 closes the selected workbook window.
F5	Displays the Go To dialog box. CTRL F5 restores the window size of the selected workbook window in Microsoft
F6	Switches between the worksheet, Ribbon, task pane, and Zoom controls. In a worksheet that has been split (View Window, Freeze Panes, Split Window command), F6 includes the split panes when switching between panes and SHFT+F6 switches between the worksheet, Zoom controls, task pane, and Ribbon. CTRL+F6 switches to the ne when more than one workbook window is open.
F7	Displays the Spelling dialog box to check spelling in the active worksheet or selected range. CTRL+F7 performs t the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press cancel.
F8	Turns extend mode on or off. In extend mode, Extended Selection appears in the status line, and the arrow keys € SHFT+F8 enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys. CTRL+I command (on the Control menu for the workbook window) when a workbook is not maximized. ALT+F8 displays th create, run, edit, or delete a macro.
F9	Calculates all worksheets in all open workbooks. SHFT F9 calculates the active worksheet in Microsoft Excel. CT worksheets in all open workbooks, regardless of whether they have changed since the last calculation. CTRL AL dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to minimizes a workbook window to an icon.
F10	Turns key tips on or off. SHFT F10 displays the shortcut menu for a selected item in Microsoft Excel. ALT SHFT I message for a smart tag. If more than one smart tag is present, it switches to the next smart tag and displays its r F10 maximizes or restores the selected workbook window.
F11	Creates a chart of the data in the current range. SHFT+F11 inserts a new worksheet. ALT+F11 opens the Micros in which you can create a macro by using Visual Basic for Applications (VBA).
F12	Displays the Save As dialog box.

### Other useful shortcut keys

ARROW KEYS	Move one cell up, down, left, or right in a worksheet. CTRL+ARROW KEY moves to the edge of the current data range of cells that contains data and that is bounded by empty cells or datasheet borders.) in a worksheet. SHFT
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ENTER	Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default). In a data form, it moves to the next record. Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected button in a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often ALT+ENTER starts a new line in the same cell. CTRL+ENTER fills the selected cell range
ESC	Cancels an entry in the cell or Formula Bar in Microsoft Excel. Closes an open menu or submenu, dialog box, or ribbon. Closes full screen mode when this mode has been applied, and returns to normal screen mode to display the ribbon.
HOME	Moves to the beginning of a row in a worksheet. Moves to the cell in the upper-left corner of the window when scrolling on. Selects the first command on the menu when a menu or submenu is visible. CTRL+HOME moves to the beginning of the worksheet. CTRL+SHFT+HOME extends the selection of cells to the beginning of the worksheet.
PAGE DOWN	Moves one screen down in a worksheet. ALT+PAGE DOWN moves one screen to the right in a worksheet. CTRL+PAGE DOWN moves to the next sheet in a workbook. CTRL+SHFT+PAGE DOWN selects the current and next sheet in a workbook.
PAGE UP	Moves one screen up in a worksheet. ALT+PAGE UP moves one screen to the left in a worksheet. CTRL+PAGE UP moves to the previous sheet in a workbook. CTRL+SHFT+PAGE UP selects the current and previous sheet in a workbook.
SPACEBAR	In a dialog box, performs the action for the selected button, or selects or clears a check box. CTRL+SPACEBAR selects the current cell in a worksheet. SHFT+SPACEBAR selects an entire row in a worksheet. CTRL+SHFT+SPACEBAR selects the current region in a worksheet if the worksheet contains data, CTRL+SHFT+SPACEBAR selects the current region. Pressing CTRL+SHFT+SPACEBAR a second time selects the current region and its summary rows. Pressing CTRL+SHFT+SPACEBAR a third time selects the entire worksheet.
TAB	Moves one cell to the right in a worksheet. Moves between unlocked cells in a protected worksheet. Moves to the next group in a dialog box. SHFT TAB moves to the previous cell in a worksheet or the previous option in a dialog box. CTRL TAB switches to the next tab in dialog box. CTRL SHFT TAB switches to the previous tab in a dialog box.