

Microsoft Excel shortcut keys

Shortcut Keys	Description
F2	Edit the selected cell.
F5	Go to a specific cell. For example, C6.
F7	Spell check selected text and/or document.
F11	Create chart.
Ctrl + Shift + ;	Enter the current time.
Ctrl + ;	Enter the current date.
Alt + Shift + F1	Insert New Worksheet.
Shift + F3	Open the Excel formula window.
Shift + F5	Bring up search box.
Ctrl + A	Select all contents of the worksheet.
Ctrl + B	Bold highlighted selection.
Ctrl + I	Italic highlighted selection.
Ctrl + K	Insert link.
Ctrl + U	Underline highlighted selection.
Ctrl + 5	Strikethrough highlighted selection.
Ctrl + P	Bring up the print dialog box to begin printing.
Ctrl + Z	Undo last action.
Ctrl + F9	Minimize current window.
Ctrl + F10	Maximize currently selected window.
Ctrl + F6	Switch between open workbooks / windows.
Ctrl + Page up	Move between Excel work sheets in the same Excel document.
Ctrl + Page down	Move between Excel work sheets in the same Excel document.
Ctrl + Tab	Move between Two or more open Excel files.
Alt + =	Create a formula to sum all of the above cells
Ctrl + '	Insert the value of the above cell into cell currently selected.
Ctrl + Shift + !	Format number in comma format.
Ctrl + Shift + \$	Format number in currency format.
Ctrl + Shift + #	Format number in date format.
Ctrl + Shift + %	Format number in percentage format.
Ctrl + Shift + ^	Format number in scientific format.
Ctrl + Shift + @	Format number in time format.
Ctrl + Arrow key	Move to next section of text.
Ctrl + Space	Select entire <u>column</u> .
Shift + Space	Select entire <u>row</u> .

Common Formulas

SUM	SUM(cell1:cell2)	Adds all the numbers in a range of cells
AVERAGE	AVERAGE(cell1:cell2)	Returns the average (arithmetic mean)
COUNT	COUNT(cell1:cell2)	Counts the numbers of cells in a range that contain numbers
COUNTBLANK	COUNTBLANK(cell1:cell2)	Counts the number of empty cells in a specified range
COUNTIF	COUNTIF(cell1:cell2, "condition")	Counts the number of cells within a range that meet the given criteria