

# Important Excel Shortcuts

Command	Keystroke
Anchor cells	F4 (in cell edit mode only)
AutoSum	Alt + =
Border around selection	Ctrl + Shift + 7
Borders remove (all)	Ctrl + Shift + _
Comment insert/edit	Shift + F2
Copy/cut	Ctrl + C / Ctrl + X
Edit cell	F2
Enter formula array	Ctrl + Shift + Enter
Fill right/down	Ctrl + R / Ctrl + D
Format bold/underline/italic	Ctrl + B / Ctrl + U / Ctrl + I
Format cells...	Ctrl + 1 (or Alt O E)
Go To...	F5 (or Ctrl + G)
Go home (cell A1)	Ctrl + Home
Go to end of contiguous range	Ctrl + Arrow Keys
Go to precedent cells	Ctrl + [
Insert row/column	Alt I R / Alt I C
Insert worksheet	Shift + F11 (or Alt I W)
Name Manager...	Alt I N D

Command	Keystroke
Paste	Ctrl + V
Paste <i>formats</i>	Alt E S T
Paste <i>formulas</i>	Alt E S F
Paste <i>values</i>	Alt E S V
Print	Ctrl + P
Print preview	Alt F V
Recalculate all	F9
Save as	F12
Select a range	Shift + Arrow Keys
Select contiguous range	Ctrl + Shift + Arrow Keys
Select entire row/column	Shift / Ctrl + Spacebar
Tools > Options...	Alt T O
Trace precedents/dependents	Alt T U T / Alt T U D
Undo/redo/repeat	Ctrl + Z / Ctrl + Y / F4
Workbook close/new/open	Ctrl + W / Ctrl + N / Ctrl + O
Workbook toggle	Ctrl + Tab
Worksheet next/previous	Ctrl + PgUp / Ctrl + PgDn
Zoom...	Alt V Z