
















Shortcuts for MS Excel

Microsoft Office programs offer a number of ways to accomplish the same actions. These different ways fall into three main categories shown in the table below. The first listed is using combinations of keys on the keyboard. If you have trouble using the mouse, sometimes this is the fastest and easiest method. The second technique is to use the commands that appear on the Quick Access Toolbar. Remember that not all commands appear on the Quick Access Toolbar. Clicking on the down arrow to the right of the toolbar opens a menu of the commands that are available to put on the Quick Access Toolbar. The last column shows the most common way and that is to use the Ribbon. Each method will accomplish the specified action. Experiment with them and find what is most comfortable for you!

Action Needed	Keys	Commands	Button, Ribbon, & Tab Location
New Blank Workbook	Ctrl+N		Office Button→New
Open Workbook	Ctrl+O		Office Button→Open
Save Workbook	Ctrl+S		Office Button→Save
Print	Ctrl+P		Office Button→Print
Print Preview	Ctrl+F2		Office Button→Print Arrow→Print Preview
Undo	Ctrl+Z		Quick Access Toolbar
Redo	Ctrl+Y		Quick Access Toolbar
Cut	Ctrl+X		Home Tab→Clipboard Group
Copy	Ctrl+C		Home Tab→Clipboard Group
Paste	Ctrl+V		Home Tab→Clipboard Group
Selects cells left of current cell	Shift+ ←		
Selects cells right of the current cell	Shift +→		
Select Entire Column	Ctrl+ Spacebar		
Select Entire Row	Shift+ Spacebar		

Action Needed	Keys	Commands	Button, Ribbon, & Tab Location
Top of Worksheet {Cell A1}	Ctrl+ Home		
End of Worksheet {Last cell with data}	Ctrl+ End		
Ribbon On/Off	Ctrl+F1		
Insert Chart			Insert Tab→Chart Group
Insert Function			Formula Tab→Function Library Group
Apply AutoSum	Alt+=		Home Tab→Editing Group
Insert Current Date	Ctrl + ;		
Insert Current Time	Ctrl + :		
Bold	Ctrl+B		Home Tab→Font Group
Italics	Ctrl+I		Home Tab→Font Group
Underline	Ctrl+U		Home Tab→Font Group
Increase Font Size			Home Tab→Font Group
Decrease Font Size			Home Tab→Font Group
Change Font Style			Home Tab→Font Group
Align Left			Home Tab→Alignment Group
Align Center			Home Tab→Alignment Group
Align Right			Home Tab→Alignment Group
Merge & Center			Home Tab→Alignment Group
Spell Check	F7		Review Tab→Proofing Group
Sort			Data Tab→Sort & Filter Group
MS Excel Help	F1		