

Quick Reference Card

General		Editing		Formatting	
Ctrl + n	Create a new workbook	Ctrl + c	Copy	Ctrl + b	Bold
Ctrl + o	Open	Ctrl + x	Cut	Ctrl + i	Italics
Ctrl + s	Save	Ctrl + v	Paste	Ctrl + u	Underline
Ctrl + p	Print	Ctrl + d	Copy from above	Other	
Ctrl + w	Close	Ctrl + z	Undo		
F1	Help	Ctrl + y	Repeat	Alt + F11	Open Visual Basics Editor
F7	Spell check	Ctrl + f	find	Ctrl + `	Toggle between formula & result
Ctrl + h	Replace				
Function keys					
F1	To display Excel Help	F7	To launch the spell checker		
F2	To edit the selected cell	F8	To toggle whether to extend a selection		
F3	To display the insert name dialog box	F9	To calculate all worksheets		
F4	To repeat the last action	F10	To toggle the activation of the menu bar		
F5	To display the GoTo dialog box	F11	To create a chart based on selection		
F6	To move to next pane (if window is split)	F12	To display the save as dialog box		
Selecting data					
Ctrl + a	Select all				
Ctrl + *	Select the current region				
Shift + arrow key	Select active cell & cell in given direction				
Ctrl + spacebar	Select the current column				
Shift + spacebar	Select the current row				
Shift + End + arrow key	Select active cell & all adjacent cells in given direction				
Shift + Home	Select active cell and all cells to the first column				
Ctrl + letter			Navigation		
Ctrl + a	select all		Home	Move to the first column in the current row	
Ctrl + b	Toggle bold for the current selection		Ctrl + Home	Move to cell A1	
Ctrl + c	Copy the contents of the selected cell		End + arrow key	Move to next non empty cell in given direction	
Ctrl + d	Copy from the cell above		Ctrl + Tab	Move to next open workbook	
Ctrl + f	Open find dialogue box		Ctrl + Page up	Move to previous worksheet	
Ctrl + g	Open the GoTo dialogue box		Ctrl + Page down	Move to next worksheet	
Ctrl + h	Open replace dialogue box		Alt + Tab	Move to next application	
Ctrl + i	Toggle italics for the current selection				
Ctrl + k	Open insert hyperlink dialogue box				
Ctrl + l	Open create table dialogue box				
Ctrl + n	Create a new work book		Ctrl + number		
Ctrl + o	Open a workbook		Ctrl + 0	Hide the columns in the current selection	
Ctrl + p	Print		Ctrl + 1	Display the formatting dialog box	
Ctrl + r	Copy from cell to left		Ctrl + 2	Toggle bold for the current selection	
Ctrl + s	Save current workbook		Ctrl + 3	Toggle italics for the current selection	
Ctrl + u	Toggle underline for the current selection		Ctrl + 4	Toggle underline for the current selection	
Ctrl + v	Paste from the clipboard		Ctrl + 5	Toggle strikethrough for the current selection	
Ctrl + w	Close the current workbook		Ctrl + 6	Toggle hide/unhide	
Ctrl + x	Cut from the active cell		Ctrl + 8	Toggle display of outline symbols	
Ctrl + y	Repeat the last action		Ctrl + 9	Hide the rows in the current selection	