

## EXCEL SHORTCUTS

CTRL+A Selects the entire worksheet.  
If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the current region and its summary rows. Pressing CTRL+A a third time selects the entire worksheet.

When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box.

CTRL+SHIFT+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.

CTRL+B Applies or removes bold formatting.

CTRL+C Copies the selected cells.

CTRL+C followed by another CTRL+C displays the Clipboard.

CTRL+D Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.

CTRL+F Displays the Find and Replace dialog box, with the Find tab selected.  
SHIFT+F5 also displays this tab, while SHIFT+F4 repeats the last Find action.

CTRL+SHIFT+F opens the Format Cells dialog box with the Font tab selected.

CTRL+G Displays the Go To dialog box.  
F5 also displays this dialog box.

CTRL+H Displays the Find and Replace dialog box, with the Replace tab selected.

CTRL+I Applies or removes italic formatting.

CTRL+K Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.

CTRL+N Creates a new, blank workbook.

CTRL+O Displays the Open dialog box to open or find a file.

CTRL+SHIFT+O selects all cells that contain comments.

CTRL+P Displays the Print dialog box.

CTRL+SHIFT+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 to the right.

CTRL+S Saves the active file with its current file name, location, and file format.

CTRL+T Displays the Create Table dialog box.

CTRL+U Applies or removes underlining.

CTRL+SHIFT+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 have cut or copied an object, text, or cell contents.

CTRL+ALT+V displays the Paste Special dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.

CTRL+W Closes the selected workbook window.

CTRL+X Cuts the selected cells.

CTRL+Y Repeats the last command or action, if possible.

CTRL+Z Uses the Undo command to reverse the last command or to delete the last entry that you typed.

CTRL+SHIFT+Z uses the Undo or Redo command to reverse or restore the last automatic correction when AutoCorrect Smart Tags are displayed