

Microsoft Office Excel 2007 Shortcut and function keys

Note - If an action that you use often does not have a shortcut key, you can record a macro to create one.

CTRL combination shortcut keys	
Key	Description
CTRL+SHIFT+(Unhides any hidden rows within the selection.
CTRL+SHIFT+)	Unhides any hidden columns within the selection.
CTRL+SHIFT+&	Applies the outline border to the selected cells.
CTRL+SHIFT	Removes the outline border from the selected cells.
CTRL+SHIFT+~	Applies the General number format.
CTRL+SHIFT+\$	Applies the Currency format with two decimal places (negative numbers in parentheses).
CTRL+SHIFT+%	Applies the Percentage format with no decimal places.
CTRL+SHIFT+^	Applies the Exponential number format with two decimal places.
CTRL+SHIFT+#	Applies the Date format with the day, month, and year.
CTRL+SHIFT+@	Applies the Time format with the hour and minute, and AM or PM.
CTRL+SHIFT+!	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
CTRL+SHIFT+*	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns).
	In a PivotTable, it selects the entire PivotTable report.
CTRL+SHIFT+:	Enters the current time.
CTRL+SHIFT+''	Copies the value from the cell above the active cell into the cell or the Formula Bar.
CTRL+SHIFT+Plus (+)	Displays the Insert dialog box to insert blank cells.
CTRL+Minus (-)	Displays the Delete dialog box to delete the selected cells.
CTRL+;	Enters the current date.
CTRL+'`	Alternates between displaying cell values and displaying formulas in the worksheet.
CTRL+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
CTRL+1	Displays the Format Cells dialog box.
CTRL+2	Applies or removes bold formatting.
CTRL+3	Applies or removes italic formatting.
CTRL+4	Applies or removes underlining.
CTRL+5	Applies or removes strikethrough.
CTRL+6	Alternates between hiding objects, displaying objects, and displaying placeholders for objects.
CTRL+8	Displays or hides the outline symbols.
CTRL+9	Hides the selected rows.
CTRL+0	Hides the selected columns.
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.
	Uses the Undo command to reverse the last command or to delete the last entry that you typed.
CTRL+Z	CTRL+SHIFT+Z uses the Undo or Redo command to reverse or restore the last automatic correction when AutoCorrect Smart Tags are displayed.

Function keys	
Key	Description
	Displays the Microsoft Office Excel Help task pane.
	CTRL+F1 displays or hides the Ribbon, a component of the Microsoft Office Fluent user interface.
F1	ALT+F1 creates a chart of the data in the current range.
	ALT+SHIFT+F1 inserts a new worksheet.
	Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off.
F2	SHIFT+F2 adds or edits a cell comment.
	CTRL+F2 displays the Print Preview window.
F3	Displays the Paste Name dialog box.
	SHIFT+F3 displays the Insert Function dialog box.
F4	Repeats the last command or action, if possible.
	CTRL+F4 closes the selected workbook window.
F5	Displays the Go To dialog box.
	CTRL+F5 restores the window size of the selected workbook window.
	Switches between the worksheet, Ribbon, task pane, and Zoom controls. In a worksheet that has been split (View menu, Manage This Window, Freeze Panes, Split Window command), F6 includes the split panes when switching between panes and the Ribbon area.
F6	SHIFT+F6 switches between the worksheet, Zoom controls, task pane, and Ribbon.
	CTRL+F6 switches to the next workbook window when more than one workbook window is open.
	Displays the Spelling dialog box to check spelling in the active worksheet or selected range.
F7	CTRL+F7 performs the Move command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press ENTER, or ESC to cancel.
	Turns extend mode on or off. In extend mode, Extended Selection appears in the status line, and the arrow keys extend the selection.
F8	SHIFT+F8 enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys.
	CTRL+F8 performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized.
	ALT+F8 displays the Macro dialog box to create, run, edit, or delete a macro.
	Calculates all worksheets in all open workbooks.
F9	SHIFT+F9 calculates the active worksheet.
	CTRL+ALT+F9 calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
	CTRL+ALT+SHIFT+F9 rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.
	CTRL+F9 minimizes a workbook window to an icon.
	Turns key tips on or off.
F10	SHIFT+F10 displays the shortcut menu for a selected item.
	ALT+SHIFT+F10 displays the menu or message for a smart tag. If more than one smart tag is present, it switches to the next smart tag and displays its menu or message.
	CTRL+F10 maximizes or restores the selected workbook window.
	Creates a chart of the data in the current range.
F11	SHIFT+F11 inserts a new worksheet.
	ALT+F11 opens the Microsoft Visual Basic Editor, in which you can create a macro by using Visual Basic for Applications (VBA).
F12	Displays the Save As dialog box.

Keyboard shortcuts and the Ribbon

Keyboard shortcuts called **access keys** relate directly to the tabs, commands, and other things that you see on the screen. You use access keys by pressing the ALT key followed by another key or a sequence of other keys. Every single command on the Ribbon, the Microsoft Office Button menu, and the Quick Access Toolbar has an access key, and every access key is assigned a **Key Tip**.

How to use Key Tips

1. Press the ALT key. Badges showing the Key Tips appear.
2. Press the key for the tab or Quick Access Toolbar command you want. If you press a tab Key Tip, you see the Key Tips for every command on that tab. If you press a Quick Access Toolbar command Key Tip, the command is executed.
3. Press the key (or keys) for the tab command you want. Depending on what command you choose, an action may be executed or a gallery or menu may open; in the latter case you can choose another Key Tip.

Tip: If the Key Tip badge shows two letters, press them one after the other.

Use Microsoft Office 2003 access keys

Most Office 2003 menu access keys still work. However, you'll need to know the full shortcut from memory. There are no on-screen reminders of what keys you need to press.

In previous versions of Office, you pressed ALT, E to open the **Edit** menu, and then you pressed an underlined letter to execute a command. In the 2007 Office system Ribbon programs, when you press ALT and then one of the old menu keys, you won't open a menu. Instead, you'll see a message telling you that you're using an Office 2003 access key and to press ESC to cancel. If you know the key sequence you want, you can just carry on and initiate the command.

Otherwise, do as the box says and press ESC to see the Key Tip badges.