

### SHORT CUT KEYS FOR MS EXCEL

Key	Alone	Shift	Ctrl	Alt	Shift Ctrl
<b>F1</b>	Help	What's This Help		Insert Chart Sheet	
<b>F2</b>	Edit Mode	Edit Comment		Save As	
<b>F3</b>	Paste Name Formula	Paste Function	Define Name		Names From Labels
<b>F4</b>	Repeat Action	Find Again	Close Window	Quit Excel	
<b>F5</b>	Goto	Find	Restore Window Size		
<b>F6</b>	Next Pane	Prev Pane	Next Workbook	Switch To VBA	Prev Workbook
<b>F7</b>	Spell Check		Move Window		
<b>F8</b>	Extend Selection	Add To Selection	Resize Window	Macro List	
<b>F9</b>	Calculate All	Calculate Worksheet	Minimize Workbook		
<b>F10</b>	Activate Menu	Context Menu	Restore Workbook		
<b>F11</b>	New Chart	New Worksheet	New Macro Sheet	VB Editor	
<b>F12</b>	Save As	Save	Open		Print
<b>A</b>			Select All		Formula Arguments
<b>B</b>			Bold		
<b>C</b>			Copy		
<b>D</b>			Fill Down	Data Menu	
<b>E</b>				Edit Menu	
<b>F</b>			Find	File Menu	Font Name
<b>G</b>			Goto		

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<b>Key</b>	<b>Alone</b>	<b>Shift</b>	<b>Ctrl</b>	<b>Alt</b>	<b>Shift Ctrl</b>
<b>H</b>			Replace	Help Menu	
<b>I</b>			Italics	Insert Menu	
<b>J</b>					
<b>K</b>			Insert Hyperlink		
<b>L</b>					
<b>M</b>					
<b>N</b>			New Workbook		
<b>O</b>			Open Workbook	Format Menu	Select Comments
<b>P</b>			Print		Font Size
<b>Q</b>					
<b>R</b>			Fill Right		
<b>S</b>			Save		
<b>T</b>				Tools Menu	
<b>U</b>			Underline		
<b>V</b>			Paste		
<b>W</b>			Close Workbook	Window Menu	
<b>X</b>			Cut		
<b>Y</b>			Repeat Active		
<b>Z</b>			Undo		
<b>` (~)</b>			Toggle Formula View		General Format
<b>1 (!)</b>			Cell Format		Number Format
<b>2 (@)</b>			Toggle Bold		Time Format
<b>3 (#)</b>			Toggle Italics		Date Format
<b>4 (\$)</b>			Toggle Underline		Currency Format
<b>5 (%)</b>			Toggle Strikethru		Percent Format
<b>6 (^)</b>			a		Exponent Format
<b>7 (&amp;)</b>			a		Apply Border
<b>8 (*)</b>			Outline		Select Region
<b>9 (I)</b>			Hide Rows		Unhide Rows

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<b>Key</b>	<b>Alone</b>	<b>Shift</b>	<b>Ctrl</b>	<b>Alt</b>	<b>Shift Ctrl</b>
<b>0 ( )</b>					Hide Columns Unhide Columns
<b>-</b>					Delete Selection Control Menu No Border
<b>= (+)</b>	Formula				Auto Sum Insert dialog
<b>[</b>					Direct Dependents Direct Precedents
<b>]</b>					All Dependents All Precedents
<b>; (semicolon)</b>					Insert Date Select Visible Cells Insert Time
<b>' (apostrophe)</b>					Style Copy Cell Value Above
<b>: (colon)</b>					Insert Time
<b>/</b>					Select Array Select Array
<b>\</b>					Select Differences Select Unequal Cells
<b>Insert</b>	Insert Mode				Copy
<b>Delete</b>	Clear				Delete To End Of Line
<b>Home</b>	Begin Row				Start Of Worksheet
<b>End</b>	End Row				End Of Worksheet
<b>Page Up</b>	Page Up				Previous Worksheet Left 1 screen
<b>Page Down</b>	Page Down				Next Worksheet Right 1 screen
<b>Left Arrow</b>	Move Left	Select Left			Move Left Area
<b>Right Arrow</b>	Move Right	Select Right			Move Right Area
<b>Up Arrow</b>	Move Up	Select Up			Move Up Area
<b>Down Arrow</b>	Move Down	Select Down			Move Down Area Drop down list
<b>Space Bar</b>	Space	Select Row			Select Column Control Box Select All
<b>Tab</b>	Move Right	Move Left			Next Window Next Application Previous Window
<b>BackSpace</b>					Goto Active Cell

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