

# Excel 2007 Shortcut Keys

Shortcut Key*	Action	Alternate Keys	Menu Equivalent
<b>Ctrl+A</b>	Select All	Shift+Ctrl+Spacebar	None
<b>Ctrl+B</b>	Bold	Ctrl+2	Format, Cells, Font, Font Style, Bold
<b>Ctrl+C</b>	Copy		Edit, Copy
<b>Ctrl+D</b>	Fill Down		Edit, Fill, Down
Ctrl+F	Find	Shift+F5	Edit, Find
Ctrl+G	Goto	F5	Edit, Goto
Ctrl+H	Replace		Edit, Replace
<b>Ctrl+I</b>	Italic	Ctrl+3	Format, Cells, Font, Font Style, Italic
Ctrl+K	Insert Hyperlink		Insert, Hyperlink
Ctrl+N	New Workbook		File, New
<b>Ctrl+O</b>	Open		File, Open
<b>Ctrl+P</b>	Print		File, Print
<b>Ctrl+R</b>	Fill Right		Edit, Fill Right
<b>Ctrl+S</b>	Save	Shift+F12	File, Save
Ctrl+U	Underline	Ctrl+4	Format, Cells, Font, Underline, Single
<b>Ctrl+V</b>	Paste		Edit, Paste
Ctrl W	Close		File, Close
<b>Ctrl+X</b>	Cut		Edit, Cut
Ctrl+Y	Repeat	F4	Edit, Repeat
<b>Ctrl+Z</b>	Undo		Edit, Undo
Ctrl+PgUp/PgDn	Moves between Worksheets		
F1	Help		Help, Contents and Index
F2	Edit		None
F3	Paste Name		Insert, Name, Paste
<b>F4</b>	Repeat	Ctrl+Y	Edit, Repeat (Works when you're not in Edit mode)
F4	Absolute/Relative References	Type \$	None
F5	Goto	Ctrl+G	Edit, Goto
F6	Next Pane		None
F7	Spell check		Tools, Spelling
F8	Extend mode		None
F9	Recalculate all open workbooks		Tools, Options, Calculation, Calc Now
F10	Activate Menubar	ALT (sometimes /)	N/A
F11	New Chart	Alt+F1	Insert, Chart
F12	Save As		File, Save As
Ctrl+:	Insert Current Time		None
Ctrl+;	Insert Current Date		None
Ctrl+"	Copy Value from Cell Above		Edit, Paste Special, Value
Ctrl+'	Copy Fromula from Cell Above		Edit, Copy
Shift+F1	What's This?		Help, What's This?
Shift+F2	Edit cell comment		Insert, Edit Comments
Shift+F3	Paste function into formula		Insert, Function
Shift+F4	Find Next		Edit, Find, Find Next
Shift+F5	Find	Ctrl+F	Edit, Find, Find Next
Shift+F6	Previous Pane		None
Shift+F8	Add to selection		None
Shift+F9	Calculate active worksheet		Tools, Options, Calculation, Calc Sheet
Shift+F10	Display shortcut menu		None
Shift+F11	New worksheet	Shift+Alt+F1	Insert, Worksheet
Shift+F12	Save	Ctrl+S, Shift+Alt+F2	File, Save

## Excel 2007 Shortcut Keys (continued)

Shortcut Key*	Action	Alternate Keys	Menu Equivalent
Ctrl+F3	Define name		Insert, Names, Define
Ctrl+F4	Close	Ctrl+W	File, Close
Ctrl+F5	Restore window size		XL, Restore
Ctrl+F6	Next workbook window		Window, ...
Shift+Ctrl+F6	Previous workbook window		"
Ctrl+F7	Move window		XL, Move
Ctrl+F8	Resize window		XL, Size
Ctrl+F9	Minimize workbook		XL, Minimize
Ctrl+F10	Maximize or restore window		XL, Maximize
Ctrl+F12	File Open	Ctrl+O	File, Open
Alt+F1	Insert Chart	F11	Insert, Chart...
Alt+F2	Save As	F12	File, Save As
Alt+F4	Exit		File, Exit
Alt+F8	Macro dialog box		Tools, Macro, Macros in Excel 97
Alt+F11	Visual Basic Editor		Tools, Macro, Visual Basic Editor (in 97)
Ctrl+Shift+F3	Create name by using names of row and column labels		Insert, Name, Create
Ctrl+Shift+F6	Previous Window		Window, ...
Ctrl+Shift+F12	Print	Ctrl+P	File, Print
Alt+Shift+F1	New worksheet	Shift+F11	Insert, Worksheet
Alt+Shift+F2	Save	Ctrl+S	File, Save
Alt+=	AutoSum		No direct equivalent
Ctrl+`	Toggle Value/Formula display		Tools, Options, View, Formulas
Ctrl+Shift+A	Insert argument names into formula		No direct equivalent
Alt+Down arrow	Display AutoComplete list		None
Ctrl+Shift+~	General format		Format, Cells, Number, Category, General
Ctrl+Shift+!	Comma format		Format, Cells, Number, Category, Number
Ctrl+Shift+@	Time format		Format, Cells, Number, Category, Time
Ctrl+Shift+#	Date format		Format, Cells, Number, Category, Date
Ctrl+Shift+\$	Currency format		Format, Cells, Number, Category, Currency
Ctrl+Shift+%	Percent format		Format, Cells, Number, Category, Percent
Ctrl+Shift+^	Exponential format		Format, Cells, Number, Category, Scientific
Ctrl+Shift+&	Outline border		Format, Cells, Border
Ctrl+Shift+*	Select current region		Edit, Goto, Special, Current Region
Ctrl++	Insert		Insert, (Rows, Columns, or Cells)
Ctrl+-	Delete		Delete, (Rows, Columns, or Cells)
Ctrl+1	Format cells dialog box		Format, Cells
Ctrl+2	Bold	Ctrl+B	Format, Cells, Font, Font Style, Bold
Ctrl+3	Italic	Ctrl+I	Format, Cells, Font, Font Style, Italic
Ctrl+4	Underline	Ctrl+U	Format, Cells, Font, Font Style, Underline
Ctrl+5	Strikethrough		Format, Cells, Font, Effects, Strikethrough
Ctrl+6	Show/Hide objects		Tools, Options, View, Objects, Show All/Hide
Ctrl+7	Show/Hide Standard toolbar		View, Toolbars, Standard
Ctrl+8	Toggle Outline symbols		
Ctrl+9	Hide rows		Format, Row, Hide
Ctrl+0	Hide columns		Format, Column, Hide