



First Choice Business Support

| MS EXCEL POPULAR KEYBOARD SHORTCUTS | | | |
|---|------------------------|---|-----------------|
| New Workbook | CTRL+N | Down to end or beginning of next block | CTRL + ↓ |
| Open Workbook | CTRL+O | Up to end or beginning of next block | CTRL + ↑ |
| Close Workbook | CTRL+W | Left to end or beginning of next block | CTRL + ← |
| Save Workbook | CTRL+S | Right to end or beginning of next block | CTRL + → |
| Bold | CTRL+B | Down one screen | PGDN |
| Underline | CTRL+U | Up one Screen | PGUP |
| Italicize | CTRL+I | Move between unlocked cells | TAB |
| Format Cells Window | CTRL+1 | | |
| Print | CTRL+P | | |
| Copy | CTRL+C | | |
| Cut | CTRL+X | | |
| Paste | CTRL+V | | |
| Paste | ENTER | | |
| Insert Function | SHIFT+F3 | | |
| Undo | CTRL+Z | | |
| Find and replace | CTRL+F | | |
| Go to dialogue box | CTRL+G OR F5 | | |
| To cell A1 | CTRL+HOME | | |
| To the last cell with data | CTRL+END | | |
| Edit active cell | F2 | | |
| Select to the beginning of the document | CTRL+SHIFT+HOME | | |
| Select to end of the document | CTRL+SHIFT+END | | |
| Insert a hyperlink | CTRL+K | | |
| Select all cells | CTRL+A | | |
| Clear cell contents | DELETE | | |
| Absolute cell reference | F4 | | |
| Select a Word | DOUBLE CLICK | | |
| Name Manager | CTRL+F3 | | |
| Help | F1 | | |
| Current Date | CTRL+; | | |
| Select a column | CTRL+ SPACEBAR | | |
| Select a row | SHIFT+ SPACEBAR | | |