



Excel 2007/2010/2013

Shortcut Keys

Shortcut	Action
Ctrl+N	New workbook
Ctrl+S	Save
Ctrl+O	Open
Ctrl+W	Close the active workbook
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+X	Cut
Ctrl+Z	Undo
Ctrl+P	Print options
F1	Help window
F2	Edit cell contents
F4	Repeats the last command or action
F5	Go to dialog box
F6	Switch between the worksheet, Ribbon, task pane and Zoom controls
F7	Spelling dialog box
F8	Extend the selection (using arrow keys)
F9	Calculate
F10	Toggle key tips
F12	Save As dialog box
Ctrl+Spacebar	Select an entire column
Shift+Spacebar	Select an entire row
Home	Moves to the first cell in the row
Ctrl+Home	Moves to cell A1
End	Moves to the last used cell in the row
Ctrl+End	Moves to the last used cell in the worksheet
Ctrl+F	Shows the Find tab of the Find and Replace dialog box
Ctrl+H	Shows the Replace tab of the Find and Replace dialog box
Shift	Used in conjunction with arrow keys, Home or End, selects cells



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Shortcut Keys

Shortcut	Action
Alt+=	Inserts the AutoSum function
Ctrl+;	Inserts today's date
Ctrl+'	Copies the cell above
Ctrl+Enter	Confirms the entry without moving to another cell