**Microsoft Excel keyboard shortcuts**

**Chris Menard – Microsoft Office Master Instructor – Atlanta, GA**

[www.chrismenardtraining.com](http://www.chrismenardtraining.com)

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|  | Keyboard | Action |
|  | CTRL+; (semicolon) | Enter the current date. |
|  | CTRL+SHIFT+: (colon) | Enter the time. |
|  | ATL + F1 | Creates a chart on the current worksheet |
|  | F11 | Creates a chart in a new worksheet. |
|  | ALT+= (equal sign) | Insert an AutoSum formula with the SUM function. |
|  | ALT+ENTER | Start a new line in the same cell. This is wrap text with the keyboard. |
|  | CTRL + 1 | Display the Format Cells dialog box. |
|  | F4 | Toggle formula reference. |
|  | CTRL + T | New Table |
|  | SHIFT+F11 | Insert a new worksheet. |
|  | CTRL + PAGE DOWN | Move to the next sheet in the workbook. |
|  | CTRL + PAGE UP | Move to the previous sheet in the workbook. |
|  | CTRL+ENTER | Fill the selected cell range with the current entry. |
|  | CTRL + D | Fill down. |
|  | CTRL + K | Insert a hyperlink |
|  | CTRL + Z | Undo the last action. |
|  | CTRL +' (apostrophe) | Copies a formula from the cell above the active cell into the cell or the Formula Bar. |
|  | CTRL + SHIFT + ~ | Apply the General number format. |
|  | CTRL + SHIFT + $ | Apply the Currency format with two decimal places (negative numbers in parentheses). |
|  | CTRL + SHIFT+ % | Apply the Percentage format with no decimal places. |
|  | CTRL + SHIFT+ # | Apply the Date format with the day, month, and year. |
|  | CTRL + SHIFT+ @ | Apply the Time format with the hour and minute, and AM or PM. |
|  | CTRL + SHIFT+ ! | Apply the Number format with two decimal places, thousands separator, and minus sign (–) for negative values. |