**Microsoft Excel keyboard shortcuts**

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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.  |