

Function Keys

KEY	DESCRIPTION
F1	This key is used to display the Excel Help Task Pane .
CTRL + F1	To display or hide the ribbon, use this key combination.
ALT + F1	These keys are used to create an embedded chart of the data in the current range.
ALT+SHIFT+F1	Use these keys to insert a new worksheet into a workbook.
F2	To edit the active cell and position the insertion point at the end of the cell contents, use this key. This key can also be used to move the insertion point into the Formula Bar when editing in a cell is turned off.
SHIFT+F2	This key combination is used to add or edit a cell comment.
CTRL+F2	Use these keys to display the print preview on the Print tab in the Backstage view.
F3	To display the Paste Name dialog box, press this key. This function is only available if there are existing names in the workbook.
SHIFT+F3	These keys are used to display the Insert Function dialog box.
F4	This key is used to repeat the last command or action, if possible. When a cell reference or range is selected in a formula, F4 cycles through all the various combinations of absolute and relative references.
CTRL+F4	These keys are used to close the selected workbook window.
ALT+F4	Use these keys to close the Excel program.
F5	F5 is used to display the Go To dialog box.
CTRL+F5	This keyboard combination is used to restore the window size of the selected workbook window.
F6	This key is used to switch between the worksheet, ribbon, task pane, and Zoom controls. In a worksheet that has been split (View , Manage This Window, Freeze Panes, Split Window command), F6 includes the split panes when switching between panes and the ribbon area.
SHIFT+F6	Use these keys to switch between the worksheet, Zoom controls, task pane, and ribbon.
CTRL+F6	To switch to the next workbook window when more than one workbook window is open press these keys.
F7	This key is used to display the Spelling dialog box to check spelling in the active worksheet or selected range.
CTRL+F7	To perform the Move command on the workbook window when it is not maximized, use these keys. Use the arrow keys to move the window, and when finished press ENTER, or ESC to cancel.
F8	This key can be used to turn extend mode on or off. In extend mode, Extended Selection appears in the status line, and the arrow keys extend the selection.

KEY	DESCRIPTION
SHIFT+F8	These keys enable you to add a nonadjacent cell or range to a selection of cells by using the arrow keys.
CTRL+F8	To perform the Size command on the Control menu for the workbook window when a workbook is not maximized, use this key combination.
ALT+F8	This key combination is used to display the Macro dialog box which is used to create, run, edit, or delete a macro.
F9	To calculate all worksheets in all open workbooks, press this key.
SHIFT+F9	These keys are used to calculate the active worksheet.
CTRL+F9	This key combination is used to minimize a workbook window to an icon.
CTRL+ALT+F9	This key combination is used to calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
CTRL+ALT+SHIFT+F9	Use this key combination to recheck dependent formulas, and then calculate all cells in all open workbooks, including cells not marked as needing to be calculated.
F10	Press this key to turn key tips on or off. Key tips are letters that appear on the ribbon. It is a way to access the tabs and buttons using the keyboard. Pressing ALT does the same thing.
SHIFT+F10	These keys are used to display the shortcut menu for a selected item.
ALT+SHIFT+F10	Use these keys to display the menu or message for an Error Checking button.
CTRL+F10	To maximize or restore the selected workbook window, press these keys.
F11	This key is used to create a chart of the data in the current range. The chart will be stored in a separate Chart sheet.
SHIFT+F11	Use these keys to insert a new worksheet into a workbook.
ALT+F11	These keys are used to open the Microsoft Visual Basic For Applications Editor. In this editor it is possible to create a macro by using Visual Basic for Applications (VBA).
F12	Press this key to display the Save As dialog box.