

Combination Shortcut Keys

KEY	DESCRIPTION
CTRL+PgUp	This combination is used to switch between worksheet tabs, from right-to-left.
CTRL+PgDn	Use these keys to switch between worksheet tabs, from left-to-right.
CTRL+SHIFT+(To unhide any hidden rows within the selection use this key combination.
CTRL+SHIFT+&	Press these keys to apply an outline border to the selected cells.
CTRL+SHIFT_	These keys are used to remove the outline border from the selected cells.
CTRL+SHIFT+~	This key combination applies the General number format to selected cells.
CTRL+SHIFT+\$	These keys are used to apply the Currency format with two decimal places to the selected cells. Negative numbers will appear in parentheses.
CTRL+SHIFT+%	To apply Percentage format with no decimal places to selected cells, use this key combination.
CTRL+SHIFT+^	Use this key combination to apply the Scientific number format with two decimal places to selected cells.
CTRL+SHIFT+#	Press these keys to apply the Date format with the day, month, and year to the selected cells.
CTRL+SHIFT+@	To apply the Time format with the hour and minute, and AM or PM to selected cells, use this key combination.
CTRL+SHIFT+!	Press these keys to apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values to selected cells.
CTRL+SHIFT+*	This key combination is used to select the current region around the active cell. This is the data area enclosed by blank rows and blank columns. In a PivotTable, it selects the entire PivotTable report.
CTRL+SHIFT+:	Use this key combination to enter the current time into a cell.
CTRL+SHIFT+"	To copy the value from the cell above the active cell into the cell or the Formula Bar use this key combination.
CTRL+SHIFT+Plus (+)	Press these keys to display the Insert dialog box. This dialog box is used to insert blank cells.
CTRL+Minus (-)	This key combination is used to display the Delete dialog box. This dialog box is used to delete the selected cells.
CTRL+;	These keys are used to enter the current date into a cell.
CTRL+`	To alternate between displaying cell values and displaying formulas in the worksheet use this key combination.
CTRL+'	Use these keys to copy a formula from the cell above the active cell into the cell or the Formula Bar.

KEY	DESCRIPTION
CTRL+1	Press these keys to display the Format Cells dialog box.
CTRL+2	These keys are used to apply or remove bold formatting from a cell.
CTRL+3	These keys are used to apply or remove italic formatting from a cell.
CTRL+4	To apply or remove underlining from a cell use these keys.
CTRL+5	Press these keys to apply or remove strikethrough from a cell.
CTRL+6	Use these keys to alternate between hiding and displaying objects.
CTRL+8	These keys are used to display or hide outline symbols.
CTRL+9	To hide selected rows use this key combination.
CTRL+0	Press these keys to hide selected columns.
CTRL+A	<p>These keys are used to select the entire worksheet.</p> <ul style="list-style-type: none"> ✓ If the worksheet contains data, CTRL+A selects the current region. ✓ Pressing CTRL+A a second time selects the entire worksheet. ✓ When the insertion point is to the right of a function name in a formula, this key combination displays the Function Arguments dialog box.
CTRL+SHIFT+A	These keys are used to insert the argument names and parentheses when the insertion point is to the right of a function name in a formula.
CTRL+B	Use these keys to apply or remove bold formatting.
CTRL+C	Press these keys to copy selected cells.
CTRL+D	To use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below press this key combination.
CTRL+F	To display the Find and Replace dialog box, with the Find tab selected, press these keys.
SHIFT+F4	These keys are used to repeat the last Find action.
SHIFT+F5	It is also possible to use this key combination to display the Find tab.
CTRL+SHIFT+F	Use this key combination to open the Format Cells dialog box with the Font tab selected.
CTRL+G	Press these keys to display the Go To dialog box. F5 can also be used to displays this dialog box.
CTRL+H	These keys are used to display the Find and Replace dialog box, with the Replace tab selected.
CTRL+I	Press these keys to apply or remove italic formatting.
CTRL+K	To display the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks, press these keys.
CTRL+L	These keys can be used to display the Create Table dialog box.
CTRL+N	Press these keys to create a new, blank workbook.

KEY	DESCRIPTION
CTRL+O	These keys are used to display the Open dialog box which can be used to open or find a file.
CTRL+SHIFT+O	Use this key combination to select all cells that contain comments.
CTRL+P	To display the Print tab in Microsoft Office Backstage view, press these keys.
CTRL+SHIFT+P	Press these keys to open the Format Cells dialog box with the Font tab selected.
CTRL+R	This key combination uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.
CTRL+S	These keys can be used to save the active file with its current file name, location, and file format.
CTRL+T	Use these keys to display the Create Table dialog box.
CTRL+U	To apply or remove underlining press this key combination.
CTRL+SHIFT+U	Press these keys to switch between expanding and collapsing of the formula bar.
CTRL+V	These keys are used to insert the contents of the Clipboard at the insertion point and replace any selection. This option is available only after you have cut or copied an object, text, or cell contents.
CTRL+ALT+V	To display the Paste Special dialog box, press these keys. This option is available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.
CTRL+W	Use this key combination to close the selected workbook window.
CTRL+X	This key combination is used to cut the selected cells.
CTRL+Y	Press these keys to repeat the last command or action, if possible.
CTRL+Z	This key combination uses the Undo command to reverse the last command or to delete the last entry that you typed.