

Microsoft Excel Keyboard Keys

General

Description Shortcut Key

New file Ctrl + N

Open file Ctrl + O

Save file Ctrl + S

Move between open workbooks Ctrl + F6

Close file Ctrl + F4

Save as F12

Display the print menu Ctrl + P

Select whole spreadsheet Ctrl + A

Select column Ctrl + Space

Select row Shift + Space

Undo last action Ctrl + Z

Redo last action Ctrl + Y

Start a formula Equals Sign (eg. SUM(A1+A2))

Exit Excel 97 Alt + F4

Navigating

Description Shortcut Key

Move to next cell in row Tab

Move to previous cell in row Shift + Tab

Up one screen Page Up

Down one screen Page Down

Move to next worksheet Ctrl + Page Down

Move to previous worksheet Ctrl + Page Up

Go to first cell in data region Ctrl + Home

Go to last cell in data region Ctrl + End

Formatting Text In Worksheet

Description Shortcut Key

Bold toggle for selection Ctrl + B

Italic toggle for selection Ctrl + I

Underline toggle for selection Ctrl + U

Strikethrough for selection Ctrl + 5

Change the font Ctrl + Shift + F

Change the font size Ctrl + Shift + P

Apply outline borders Ctrl + Shift + 7

Remove all borders Ctrl + Shift + Underline

Wrap text in same cell Alt + Enter

Formatting Cells

Description Shortcut Key

Format cells Ctrl + 1

Select font Ctrl + Shift + F

Select point size Ctrl + Shift + P

Format as currency Ctrl + Shift + 4

Format as general (to remove any formatting) Ctrl + Shift + # (hash sign)

Format as percentage Ctrl + Shift + 5

Format as number Ctrl + Shift + 1

Editing/Deleting Text

Description Shortcut Key

Delete one character to right Delete

Delete one character to left Backspace

Edit active cell F2

Cancel cell entry Escape Key

Highlighting Cells

Description Shortcut Key

Select entire worksheet Ctrl + A

Select entire row Shift + Spacebar

Select entire column Ctrl + Spacebar

Manual select Hold Shift + with Left, Right, Up, Down Arrow

Key

Copying and Moving Text

Description Shortcut Key

Cut Ctrl + X

Copy Ctrl + C

Paste Ctrl + V

Inserting Text Automatically

Description Shortcut Key

Autosum a range of cells Alt + Equals Sign

Insert the date Ctrl + ; (semi-colon)

Insert the time Ctrl + Shift + ; (semi-colon)

Insert columns/rows Ctrl + Shift + + (plus sign)

Insert a new worksheet Shift + F11

Misc

Description Shortcut Key

Find text Ctrl + F

Replace text dialog Ctrl + H

Create a chart automatically on new sheet F11

Edit a cell comment Shift + F2

Main Jaws Keystrokes In Excel

Description Shortcut Key

Say Version of Excel Ctrl + Shift + V

Move to Next Sheet Ctrl + Page Down

Move to Prior Sheet Ctrl + Page Up

Go to a cell command Ctrl + G

Collapse Selection To Active Cell Shift + Backspace

Say Active Cell Coordinates Insert + C

AutoSum Alt + Equals

Formula Mode Equals Sign

Insert Date In Current Cell Ctrl + ; (semicolon)

Insert Time In Current Cell Ctrl + Shift + ; (semicolon)

Current Column First Cell From Top Alt + 1

Current Column Second Cell From Top Alt + 2

Current Column Third Cell From Top Alt + 3

Current Column Fourth Cell From Top Alt + 4

Data Region Left Ctrl + Left Arrow

Data Region Right Ctrl + Right Arrow

Data Region Down Ctrl + Down Arrow

Data Region Up Ctrl + Up Arrow

Select Whole Data Region Ctrl + Shift + 8

Say Formula Ctrl + F2

Spell Check F7

Report Gridline Status Alt + Shift + g

Read Row Total Insert + Delete

Read Column Total Insert + Enter

Say Column Title Alt + Shift + C

Say Row Title Alt + Shift + R

Say Visible Range Coordinates Alt + Shift + V

Cycle through Controls in Dialog Box Tab

Tab Backwards Shift + Tab

List Cells With Comments Ctrl + Shift + ' (apostrophe)

Row Second Cell From Left Alt + Ctrl + 2

Row First Cell From Left Alt + Ctrl + 1

Row Third Cell From Left Alt + Ctrl + 3

Row Fourth Cell From Left Alt + Ctrl + 4

Describe Cell Border Alt + Shift + B

Read Cell Comment Alt + Shift + ' (apostrophe)

Auto Filter Ctrl + Shift + A

Read Cell Hyperlink Alt + Shift + H

Close Office Assistant Ctrl + Insert + F4

Set Monitor Cell One Alt + Ctrl + Shift + 1

Set Monitor Cell Two Alt + Ctrl + Shift + 2

Set Monitor Cell Three Alt + Ctrl + Shift + 3

Set Monitor Cell Four Alt + Ctrl + Shift + 4

Set Monitor Cell Five Alt + Ctrl + Shift + 5

Set Monitor Cell Six Alt + Ctrl + Shift + 6

Set Monitor Cell Seven Alt + Ctrl + Shift + 7

Set Monitor Cell Eight Alt + Ctrl + Shift + 8

Set Monitor Cell Nine Alt + Ctrl + Shift + 9

Set Monitor Cell 10 Alt + Ctrl + Shift + 0

Read Monitor Cell One Alt + Shift + 1

Read Monitor Cell Two Alt + Shift + 2

Read Monitor Cell Three Alt + Shift + 3

Read Monitor Cell Four Alt + Shift + 4

Read Monitor Cell Five Alt + Shift + 5

Read Monitor Cell Six Alt + Shift + 6

Read Monitor Cell Seven Alt + Shift + 7

Read Monitor Cell Eight Alt + Shift + 8

Read Monitor Cell Nine Alt + Shift + 9

Read Monitor Cell Ten Alt + Shift + 0

List Visible Cells With Data Ctrl + Shift + D

Lists Data In Current Column Ctrl + Shift + C

List Data In Current Row Ctrl + Shift + R

Select Hyperlink Ctrl + Shift + H

Move To Worksheet Listbox Ctrl + Shift + S

Move To Monitor Cell Ctrl + Shift + M

Select Worksheet Objects Ctrl + Shift + O

List Cells At Page Breaks Ctrl + Shift + B

Options List box Insert + V