



EXCEL KEYBOARD SHORTCUTS (PC)

Command	Shortcut Keys
Insert Today's Date -----	Control + Semi Colon
Change Workbooks -----	Control + Tab
Navigate quickly to last contiguous cell range-----	Control + arrow key
Select across contiguous cell range -----	Control + Shift + arrow key
Navigate back to top-----	Control + Home
Navigate to sheet to right -----	Control + Page Down
Navigate to sheet to the left-----	Control + Page Up
AutoSum-----	Alt + =
Insert Worksheet-----	Shift + F11
Bold-----	Control + B
Italic -----	Control + I
Underline-----	Control + U
Change Font -----	Control + Shift + F
Print Preview -----	Control + F2
Find -----	Control + F
Replace -----	Control + H
Insert Hyperlink-----	Control + K
Help-----	F1
Absolute Reference -----	F4
Repeat Formatting -----	F4
Insert Chart -----	F11
Save As-----	F12
Spell Check-----	F7
Undo -----	Control + Z
Redo-----	Control + Y
Create Table -----	Control + T
Currency Format-----	Control Shift + 4
Fill Cells Right-----	Control + R
Fill Cells Down-----	Control + D
Copy-----	Control + C
Cut -----	Control + X
Paste -----	Control + V
Save-----	Control + S
Open -----	Control + O
Close-----	Control + W
New-----	Control + N
Copy cell from above-----	Control + Double Quote
Format Cells -----	Control + F1
Increase Font Size -----	Control + Shift + >
Decrease Font Size -----	Control + Shift + <