



Microsoft Excel Shortcut Keys Software Solutions	
CTRL Keys	
A	Select All
B	Bold Text
C	Copy Text
F	Find Text
G	Go To Cell
H	Replace
I	Italic
K	Hyperlink
N	New File
O	Open a File
P	Print a File
S	Save File
U	Underline
V	Paste Text
W	Close File
X	Cut Text
Y	Redo
Z	Undo
Home	Cell A1
End	Last Cell
+	Insert row/col
-	Del row/col
~	Show formula
*	Select Area
:	Insert Date
;	Insert Time
→	Move right
←	Move left
↑	Move up
↓	Move down
1	Format Cells
F3	Define Name
F4	Close File
Function Keys	
F1	Help
F2	Edit cell
F3	Named Range
F4	Repeat last action
F4	Apply \$
F5	Go to cell
F7	Spell Check
F11	Create Chart
F12	File Save As
Shift Keys	
F11	New Sheet
Alt Keys	
==	AutoSum
F4	Exit Excel
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# Microsoft® Office Excel Key Templates

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AUTHORIZED INSTRUCTOR

Microsoft Excel	CTRL Keys										
Shortcut Keys	A	B	C	F	G	H	I	K	N		
Software Solutions	Select All	Bold Text	Copy Text	Find Text	Go To	Replace	Italic	Hyperlink	New File		
CTRL Keys											
O	P	S	U	V	W	X	Y	Z	Home	End	+
Open File	Print File	Save File	Underline	Paste Text	Close File	Cut Text	Redo	Undo	Cell A1	Last Cell	Insert row/col
CTRL Keys											
-	~	*	:	;	→	←	↑	↓	1	F3	F4
Del row/col	Show formula	Select Area	Insert Date	Insert Time	Move right	Move left	Move up	Move down	Format Cells	Define Name	Close File
Function Keys										Shift Key	ALT Keys
F1	F2	F3	F4	F4	F5	F7	F11	F12	F11	=	F4
Help	Edit cell	Named Range	Repeat	Apply \$	Go to cell	Spell Check	Create Chart	File Save As	New Sheet	Auto Sum	Exit Excel
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