

## Microsoft Excel Shortcut Keys All Versions

### CTRL Keys

A	Select All Text
B	Bold Text
C	Copy Text
F	Find Text
G	Go To Cell
H	Replace Text
I	Italic Text
N	Create New File
O	Open a File
P	Print a File
S	Save File
U	Underline Text
V	Paste Text
X	Cut Text
Z	Undo Action
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	Paste Defined Name in Formula
F4	Repeat last action
F5	Go to cell
F7	Check Spelling
F11	Create Chart
F12	File Save As

### Shift Keys

F11	New Sheet
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### Alt Keys

==	AutoSum
F4	Exit Excel

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