



Excel 2010 keyboard shortcuts I: CTRL key shortcuts

Quick Reference Card

SEE ALSO

- [Full list of keyboard shortcuts in Excel 2010](#)
- [All Microsoft Office Training](#)

BASIC KEYBOARD SHORTCUTS

This is only a partial list. For a comprehensive list, see the links at the top of this page.

| TO DO THIS | PRESS |
|-------------------|--------------|
| New workbook | CTRL+N |
| Save | CTRL+S |
| Undo | CTRL+Z |
| Redo | CTRL+Y |
| Cut | CTRL+X |
| Print | CTRL+P |
| Open files | CTRL+O |
| Find text | CTRL+F |
| Copy | CTRL+C |
| Paste all | CTRL+V |
| Paste special | CTRL+ALT+V |
| Close | CTRL+W |
| Exit Excel | ALT+F4 |

KEYBOARD SHORTCUTS FOR FORMULAS

This is only a partial list. For a comprehensive list, see the links at the top of this page.

| TO DO THIS | PRESS |
|-----------------------|--------------|
| Fill right | CTRL+R |
| Fill down | CTRL+D |
| Insert AutoSum | ALT= |
| Fill current entry | CTRL+ENTER |
| F2 | Edit Formula |
| Expand Formula Bar | CTRL+SHIFT+U |
| View formulas | CTRL ` |
| Change reference type | F4 |
| Cancel entry | ESC |

KEYBOARD SHORTCUTS FOR MOVING AROUND WORKBOOKS

This is only a partial list. For a comprehensive list, see the links at the top of this page.

| TO DO THIS | PRESS |
|---|----------------|
| Move one cell | Arrow keys |
| Move to edge of range | CTRL+Arrow |
| Move to last cell on worksheet that contains data | CTRL+End |
| Move to beginning of worksheet | CTRL+Home |
| Go To dialog box | CTRL+G |
| Move one screen down | Page Down |
| Move one screen up | Page Up |
| Move one screen to the right | ALT+Page Down |
| Move one screen to the left | ALT+Page Up |
| Move to next worksheet | CTRL+Page Down |
| Move to previous worksheet | CTRL+Page Up |

KEYBOARD SHORTCUTS FOR SELECTING

This is only a partial list. For a comprehensive list, see the links at the top of this page.

| TO DO THIS | PRESS |
|---|-----------------------|
| Extend selection by one cell | SHIFT+Arrow keys |
| Extend selection to end of row or column | CTRL+SHIFT+Arrow keys |
| Extend selection to end of data | CTRL SHIFT+END |
| Extend selection to Cell A1 | CTRL+SHIFT+HOME |
| Select all | CTRL+A |
| Select row | SHIFT+Spacebar |
| Select column | CTRL+Spacebar |
| Select only the visible data after hiding rows or columns | ALT+; |

KEYBOARD SHORTCUTS FOR ADDING AND INSERTING

This is only a partial list. For a comprehensive list, see the links at the top of this page.

| TO DO THIS | PRESS |
|--------------------------------|----------------------|
| Insert cells, rows, or columns | CTRL+SHIFT+Plus sign |
| Delete cells, rows, or columns | CTRL+Minus sign |
| Hide rows | CTRL+9 |
| Hide Columns | CTRL+Zero |
| Insert new worksheet | SHIFT+F11 |

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