# Excel short cut keys:

| Key | Description |
| --- | --- |
| CTRL+( | Unhides any hidden rows within the selection. |
| CTRL+) | Unhides any hidden columns within the selection. |
| CTRL+& | Applies the outline border to the selected cells. |
| CTRL+_ | Removes the outline border from the selected cells. |
| CTRL+~ | Applies the General number format. |
| CTRL+$ | Applies the Currency format with two decimal places (negative numbers in parentheses). |
| CTRL+% | Applies the Percentage format with no decimal places. |
| CTRL+^ | Applies the Exponential number format with two decimal places. |
| CTRL+# | Applies the Date format with the day, month, and year. |
| CTRL+@ | Applies the Time format with the hour and minute, and AM or PM. |
| CTRL+! | Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values. |
| CTRL+- | Displays the Delete dialog box to delete the selected cells. |
| CTRL+* | Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). |

## In a PivotTable, it selects the entire PivotTable report

| Key | Description |
| --- | --- |
| CTRL+: | Enters the current time. |
| CTRL+; | Enters the current date. |
| CTRL+` | Alternates between displaying cell values and displaying formulas in the worksheet. |
| CTRL+' | Copies a formula from the cell above the active cell into the cell or the Formula Bar. |
| CTRL+" | Copies the value from the cell above the active cell into the cell or the Formula Bar. |
| CTRL++ | Displays the Insert dialog box to insert blank cells. |
| CTRL+1 | Displays the Format Cells dialog box. |
| CTRL+2 | Applies or removes bold formatting. |
| CTRL+3 | Applies or removes italic formatting. |
| CTRL+4 | Applies or removes underlining. |
| CTRL+5 | Applies or removes strikethrough. |
| CTRL+6 | Alternates between hiding objects, displaying objects, and displaying placeholders for objects. |
| CTRL+7 | Displays or hides the Standard toolbar. |
| CTRL+8 | Displays or hides the outline symbols. |
| CTRL+9 | Hides the selected rows. |
| CTRL+0 | Hides the selected columns. |
| CTRL+A | Selects the entire worksheet. |

If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the entire worksheet.

When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box.

CTRL+SHIFT+A          inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.

CTRL+B                        Applies or removes bold formatting.

CTRL+C                        Copies the selected cells.

CTRL+C                        followed by another CTRL+C displays the Microsoft Office Clipboard.

CTRL+D                        Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.

CTRL+F                        Displays the Find dialog box.

SHIFT+F5                    also displays this dialog box, while SHIFT+F4 repeats the last Find action.

CTRL+G                        Displays the Go To dialog box.

F5                              also displays this dialog box.

CTRL+H                        Displays the Find and Replace dialog box.

CTRL+I                         Applies or removes italic formatting.

CTRL+K                        Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.

CTRL+L                        Displays the Create List dialog box.

CTRL+N                        Creates a new, blank file.

CTRL+O                        Displays the Open dialog box to open or find a file.

CTRL+SHIFT+O          selects all cells that contain comments.

CTRL+P                        Displays the Print dialog box.

CTRL+R                        Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.

CTRL+S                        Saves the active file with its current file name, location, and file format.

CTRL+U                        Applies or removes underlining.

CTRL+V                        Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you cut or copied an object, text, or cell contents.

CTRL+W                        Closes the selected workbook window.

CTRL+X                        Cuts the selected cells.

CTRL+Y                        Repeats the last command or action, if possible.

CTRL+Z                        Uses the Undo command to reverse the last command or to delete the last entry you typed.

CTRL+SHIFT+Z          uses the Undo or Redo command to reverse or restore the last automatic correction when AutoCorrect Smart Tags are displayed.