

For Excel, please note that some Microsoft Word shortcuts will also work in the Microsoft Excel program.

Shortcuts for Microsoft Excel	
F7	Spell check selected text and or document
F11	Create chart
Ctrl + Shift + ;	Enter the current time
Ctrl + ;	Enter the current date
Alt + Shift + F1	Insert New Worksheet
Shift + F3	Open the Excel formula window
Shift + F5	Bring up search box
Ctrl + A	Select all contents of the worksheet
Ctrl + B	Bold highlighted selection
Ctrl + I	Italicize highlighted selection
Ctrl + K	Insert link
Ctrl + U	Underline highlighted selection
Ctrl + 5	Strikethrough highlighted selection
Ctrl + P	Bring up the print dialog box to begin printing.
Ctrl + Z	Undo last action
Ctrl + F9	Minimize current window
Ctrl + F10	Maximize currently selected window
Ctrl + F6	Switch between open workbooks/windows
Ctrl + Page up	Move between Excel work sheets in the same Excel document
Ctrl + Page down	Move between Excel work sheets in the same Excel document
Ctrl + Tab	Move between two or more open Excel files
Ctrl + Shift + !	Format number in comma format
Ctrl + Shift + \$	Format number in currency format
Ctrl + Shift + #	Format number in date format
Ctrl + Shift + %	Format number in percentage format
Ctrl + Shift + ^	Format number in scientific format
Ctrl + Shift + @	Format number in time format
Ctrl + Arrow key	Move to next section of text
Ctrl + Space	Select entire column
Shift + Space	Select entire row