

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

Shortcuts for Microsoft Excel	
F7	
F11	Create chart
Ctrl + Shift + ;	
Ctrl + ;	Enter the current date
Alt + Shift + F1	
Shift + F3	Open the Excel formula window
Shift + F5	
Ctrl + A	Select all contents of the worksheet
Ctrl + B	
Ctrl + I	Italicize highlighted selection
Ctrl + K	
Ctrl + U	Underline highlighted selection
Ctrl + 5	Strikethrough highlighted selection
Ctrl + P	Bring up the print dialog box to begin printing.
	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