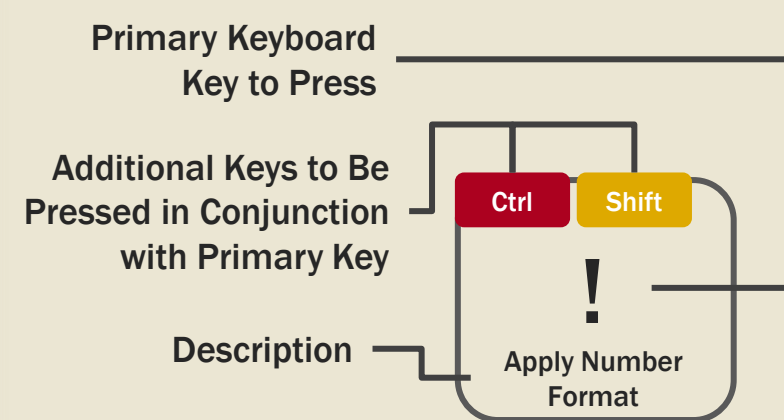


# Periodic Table of Excel Keyboard Shortcuts

General		Range Selection & Navigation										Formula Editing & Management				Formatting		Workbook & Worksheet Management		Useful Dialog Boxes	
<b>F1</b> Excel Help	<b>Ctrl</b> I Toggle Italics	<b>Ctrl</b> P Print	<b>Ctrl</b> Shift ← Select All Cells to the Left	<b>Ctrl</b> Shift → Select All Cells to the Right	<b>Ctrl</b> Home Move to Top of Worksheet	<b>Alt</b> ; Select Only Visible Cells	<b>Alt</b> = Insert Auto Sum	<b>F3</b> Insert Defined Named Range (Only If Any Exists)	<b>Ctrl</b> Shift ~ Apply General Format	<b>Ctrl</b> Shift % Apply Percent Format	<b>Ctrl</b> O Open Existing File Dialog Box	<b>Ctrl</b> F3 Name Manager Dialog Box									
<b>F2</b> Edit Current Cell	<b>Ctrl</b> S Save File	<b>Ctrl</b> Shift ↓ Select All Cells Below	<b>Ctrl</b> End Move to Last Used Cell	<b>F5</b> Go To Specified Range	<b>F4</b> Toggle Absolute Reference (In Edit Mode Only)	<b>Ctrl</b> Shift F3 Create Named Range from Selection	<b>Ctrl</b> Shift ~ Apply Number Format	<b>Ctrl</b> Shift % Apply Strikethrough Format	<b>Ctrl</b> N Start New Workbook	<b>Shift</b> F11 Inset New Worksheet	<b>Ctrl</b> 1 Format Cells Dialog Box	<b>Ctrl</b> F Find Dialog Box									
<b>F4</b> Redo Last Action	<b>Ctrl</b> U Toggle Underline	<b>Ctrl</b> Shift ↑ Select All Cells Above	<b>Ctrl</b> ← Move to Left-Most Cell	<b>Ctrl</b> 9 Hide Row	<b>Ctrl</b> D Fill Values Down	<b>Ctrl</b> ~ Toggle Formula View	<b>Ctrl</b> Shift ! Apply Currency Format	<b>Ctrl</b> Shift - Apply Border Around Selection	<b>Ctrl</b> W Close Active Workbook	<b>Shift</b> F11 Recalculate Active Worksheet	<b>Ctrl</b> + Insert Dialog Box	<b>Ctrl</b> H Replace Dialog Box									
<b>F7</b> Start Spell Check	<b>Ctrl</b> V Paste Contents of Clipboard	<b>Ctrl</b> Shift → Move to Right-Most Cell	<b>Ctrl</b> 0 Hide Column	<b>Ctrl</b> R Fill Values Right	<b>Ctrl</b> ] Select Dependents for Active Formula	<b>Ctrl</b> Shift @ Apply Time Format	<b>Alt</b> Enter Add Carriage Return (In Edit Mode Only)	<b>Ctrl</b> W Close Active Workbook	<b>Ctrl</b> PgDn Move to Next Worksheet	<b>Ctrl</b> Shift + Delete Dialog Box	<b>Ctrl</b> T Create Table Dialog Box										
<b>F9</b> Recalculate All Worksheets	<b>Ctrl</b> X Cut Selection	<b>Ctrl</b> A Select Entire Region	<b>Ctrl</b> → Move to Right-Most Cell	<b>Ctrl</b> 0 Hide Column	<b>Ctrl</b> R Fill Values Right	<b>Ctrl</b> ] Select Dependents for Active Formula	<b>Ctrl</b> Shift @ Apply Time Format	<b>Ctrl</b> W Close Active Workbook	<b>Ctrl</b> PgDn Move to Next Worksheet	<b>Ctrl</b> Shift + Delete Dialog Box	<b>Ctrl</b> T Create Table Dialog Box										
<b>F12</b> Save File As	<b>Ctrl</b> X Cut Selection	<b>Ctrl</b> A Select Entire Region	<b>Ctrl</b> → Move to Right-Most Cell	<b>Ctrl</b> 0 Hide Column	<b>Ctrl</b> R Fill Values Right	<b>Ctrl</b> ] Select Dependents for Active Formula	<b>Ctrl</b> Shift @ Apply Time Format	<b>Ctrl</b> W Close Active Workbook	<b>Ctrl</b> PgDn Move to Next Worksheet	<b>Ctrl</b> Shift + Delete Dialog Box	<b>Ctrl</b> T Create Table Dialog Box										
<b>Ctrl</b> B Toggle Bold Text	<b>Ctrl</b> Y Redo Last Action	<b>Ctrl</b> Space Select Entire Column	<b>Ctrl</b> ↓ Move to Last Cell in Column	<b>Ctrl</b> Shift ) Unhide Column	<b>Ctrl</b> ' Copy from Cell Above	<b>Ctrl</b> [ Select Precedents for Active Formula	<b>Ctrl</b> Shift # Apply Date Format	<b>Ctrl</b> Shift - Remove Borders	<b>Ctrl</b> F6 Move to Next Open Workbook	<b>Ctrl</b> PgUp Move to Prev Worksheet	<b>Ctrl</b> - Delete Dialog Box	<b>Ctrl</b> T Create Table Dialog Box									
<b>Ctrl</b> C Copy Selection	<b>Ctrl</b> Z Undo Last Action	<b>Shift</b> Space Select Entire Row	<b>Ctrl</b> ↑ Move to First Cell in Column	<b>Ctrl</b> Shift ( Unhide Row	<b>Shift</b> F3 Insert Function	<b>Ctrl</b> Shift Enter Create an Array Formula (In Edit Mode Only)	<b>Ctrl</b> Shift \$ Apply Currency Format	<b>Ctrl</b> Shift & Apply Border Around Selection	<b>Shift</b> F6 Move to Prev Open Workbook	<b>Shift</b> F9 Recalculate Active Worksheet	<b>Alt</b> F8 Macros Dialog Box	<b>Alt</b> F11 Open Visual Basic Editor									



## Visual Basic Editor Keyboard Shortcuts

<b>F2</b> Open Object Browser	<b>Ctrl</b> G Open Immediate Window	<b>Ctrl</b> PgDn Jump to Bottom of Procedure	<b>Ctrl</b> ↓ Jump to Next Procedure	<b>Shift</b> F2 Jump to Variable (Highlight Variable First)	<b>Ctrl</b> F Find Dialog Box	<b>F8</b> Step Into	<b>Ctrl</b> F8 Run to Cursor	<b>Ctrl</b> F9 Toggle Breakpoint	
<b>Ctrl</b> R Open Project Window	<b>F4</b> Open Properties Window	<b>Ctrl</b> PgUp Jump to Top of Procedure	<b>Ctrl</b> ↑ Jump to Prev Procedure	<b>Ctrl</b> Shift F2 Jump Back to Prev Position	<b>Ctrl</b> H Replace Dialog Box	<b>F5</b> Run Procedure	<b>Shift</b> F8 Step Over	<b>Ctrl</b> Shift F8 Step Out	<b>Ctrl</b> Shift F9 Clear All Breakpoints

Debugging Tools