

# Commonly Used Hot Keys

## 1. Let's Begin

	PC shortcuts	MAC complications
Create New Excel File	Ctrl + N	
Create New Sheet	Shift + F11	
Move Between Sheets Clockwise	Ctrl + Page Down	Ctrl + FN + ⌵
Move Between Sheets Counterclockwise	Ctrl + Page Up	Ctrl + FN + ⌶
Move Between Opened Excel Files	Ctrl + Tab	
Undo	Ctrl + Z	Command + Z
Redo	Ctrl + Y	Command + Y
Save	Ctrl + S	
Save As	F12	
Zoom In	Ctrl + Alt + +	no such shortcut
Zoom Out	Ctrl + Alt + -	no such shortcut
Hide / Unhide The Toolbar	Ctrl + F1	Command + Option + R
Right-Clicking Menu	Shift + F10	
Display Control Menu	Alt + Space Bar	
Close Excel File	Ctrl + F4	Command + F4
Close Excel Application	Alt + F4	
Switch the mode for F keys (not for all computers)	FN + Esc	

## 2. Navigating And Highlighting

Move one Cell Right	⇒	
Move one Cell Down	⇩	
Move one Cell Up	⇧	
Move one Cell Left	⇐	
Move To The Right Between Contiguous Ranges	Ctrl + ⇒	
Move Down Between Contiguous Ranges	Ctrl + ⇩	
Move Up Between Contiguous Ranges	Ctrl + ⇧	
Move To The Left Between Contiguous Ranges	Ctrl + ⇐	
Go To Cell A1	Ctrl + Home	Ctrl + FN + ⇐
Go To Bottom Right Corner Of Your Data Area	Ctrl + End	Ctrl + FN + ⇒
Highlight cells to the right	Shift + ⇒	
Highlight cells down	Shift + ⇩	
Highlight cells up	Shift + ⇧	
Highlight cells to the left	Shift + ⇐	
Highlight Contiguous Range to the right	Ctrl + Shift + ⇒	
Highlight Contiguous Range down	Ctrl + Shift + ⇩	
Highlight Contiguous Range up	Ctrl + Shift + ⇧	
Highlight Contiguous Range left	Ctrl + Shift + ⇐	
Highlight The Whole Contiguous Range	Ctrl + A	Command + A
Highlight Several Non Contiguous Range	Shift + F8	
Highlight Column	Ctrl + Space Bar	
Highlight Row	Shift + Space Bar	
Row (or Column)	Ctrl + +	Ctrl + I
Move Within Highlighted Area Clockwise	TAB	
Move Within Highlighted Area Counterclockwise	Shift + TAB	
Deselect To Original Cell	Shift + Backspace	Shift + Delete
Open 'Go To' Dialog Window	F5	
Open 'Name Manager' Window	Ctrl + F3	
Go To The Linked Cell	Ctrl + [	

### 3. Copy Paste

Copy	Ctrl + C	
Cut	Ctrl + X	
Paste Once	Enter	no such shortcut
Paste	Ctrl + V	
UnCopy	Esc	
Fill Right	Ctrl + R	
Fill Down	Ctrl + D	
Show Formula	F2	Ctrl + U
Fill Formula After Showing Formula	Ctrl + Enter	
Paste Special	Ctrl + Alt + V	Ctrl + Command + V
Paste only formulas	Ctrl + Alt + V + F	no such shortcut
Paste only formats	Ctrl + Alt + V + T	no such shortcut
Paste only values	Ctrl + Alt + V + V	no such shortcut
Paste column widths	Ctrl + Alt + V + W	no such shortcut
Transpose	Ctrl + Alt + V + E	no such shortcut
Paste Link	Ctrl + Alt + V + L	no such shortcut

## 4. Formatting

Bold Text	Ctrl + B	Command + B
Italicize Text	Ctrl + I	Command + I
Underline Text	Ctrl + U	Command + U
Cross Text	Ctrl + 5	no such shortcut
Repeat Previous Action	F4	no such shortcut
Format As Percent	Ctrl + Shift + %	
Format As General	Ctrl + Shift + ~	
Format As Currency	Ctrl + Shift + \$	
Find and Replace Window	Ctrl + H	
Open 'Format Cells' Window	Ctrl + 1	Command + 1
Move Clockwise Between Main Topics In The Opened Window	Ctrl + Page Down	
Move Counterclockwise Between Main Topics In The Opened Window	Ctrl + Page Up	
Move Clockwise Within The Opened Window	TAB	
Move Counterclockwise Within The Opened Window	Shift + TAB	

## 5. Basic Formulas

Start Writing Formula	=	
AutoSum	Alt + =	Shift + Command + T
Use The Top Formula In The Appeared List	TAB	
Show Formula	F2	Ctrl + U
Anchor The Cell	F4	F4 only for some Macs
Show All Formulas	Ctrl + ~	
Expand / Collapse Formula Bar	Ctrl + Shift + U	
Insert Comment	Shift + F2	
Show Existing Comment	Shift + F2	
Close Comment - Esc Twice	Esc Esc	Esc
Delete Comment	Esc Delete	Delete
Open 'Insert Function' Window	Shift + F3	