

## SumProduct Pty Ltd Summary of Keyboard Shortcuts

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Primary Developer: [Liam Bastick](#)

### General Cover Notes:

This workbook contains a list of Excel keyboard shortcuts.  
Not all shortcuts work with the various versions of Excel / Windows.

Any queries, please e-mail:  
Website:

[liam.bastick@sumproduct.com](mailto:liam.bastick@sumproduct.com)  
[www.sumproduct.com](http://www.sumproduct.com)

### **PLEASE READ:**

If, upon opening, this file appears to contain errors (e.g. #NAME?), please ensure the following:

Go to Tools -> Add-Ins (**ALT + T + I**, all versions of Excel);

Make sure **Analysis ToolPak** and **Analysis ToolPak - VBA** add-ins are both checked.

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#### Section Cover Notes:

Summary of Keyboard Shortcuts.

# Keyboard Shortcuts

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### 546 shortcuts

Key	Alone	Shift	Ctrl	Alt	Shift+Ctrl	Shift+Alt	Ctrl+Alt	Shift+Ctrl+Alt
F1	Help	What Is... (Help)	Excel 2007: Show / Hide Ribbon; Excel 2003: Show / Hide Task Pane	Excel 2007: Insert Chart as Object; Excel 2003: Insert Chart as Sheet		Insert New Sheet	New Macro sheet	
F2	Toggle Select, Edit and Enter / Point modes	Insert / Edit Comment	Excel 2007: Print; Excel 2003: SHOW.INFO()	Save As		Save	Open	Print
F3	Paste Names	Function Wizard	Excel 2007: Open Name Manager; Excel 2003: Open Define Names Dialog Box		Create Names		Excel 2007: New Name	
F4	Redo / Edit (F2) Mode: Toggle \$ references	Find Next (from most recent search)	Close Window	Close Application	Find Previous (from most recent search)	Close Application	Close Application	Close Application
F5	GoTo / Refresh File List	Find Dialog	Restore Window	Refresh			Refresh All	
F6	Next Pane	Previous Pane	Next Window / Workbook	Switch to VBA Integrated Development Environment (IDE) (if open already)	Previous Window / Workbook			
F7	Check Spelling		Move Window					
F8	Extend Selection Mode	Add to Selection Mode	Size Window	Run Macro				
F9	Calculate Now	Calc Sheet	Minimize Window				Recalc Full	Recalc Full Rebuild
F10	Activate Menus	Activate Context Menus (Right Click)	Toggle Maximised / Restored			Show On-Object User Interface (OOUI)		
F11	Insert Chart on New Sheet	Insert New Worksheet	Insert New Macro Sheet	Show VBA IDE		Show Script Editor		
F12	Save As	Save	Open		Print		Thai Dictionary	
Add (+)			Open Insert Dialog Dialog Box					
Backspace	Edit and Clear	Collapse selection to the active cell	Scroll to show active cell	Undo				
Click				Open Research Pane				
Decimal			Rotates the Active Cell through the corners of the selection					
Delete	Clear	Cut	Clear					
Divide (/)			Select Array					
Down	Move down one cell	Extend selection down one cell	Select the last cell in the area down	Open drop-down (auto-complete, filter, or validation)	Extend selection down to last cell in area down		Intel Chipset: Invert screen (turn 180 degrees)	
End	Toggle End Mode	Toggle End Mode (and extend when you press SHIFT + Arrow key)	Selects the last cell in the sheet		Extends the selection to the last cell in the sheet			
Enter	Enter value and move down	Enter value and move up	Fill value in edited cell into all cell and do not move	Redo; In Edit (F2) Mode: insert line break	Fill value in edited cell into all cells and do not move			
Escape	Cancel (edit, copy, cut, dialog, etc.)	Cancel (edit, copy, cut, dialog, etc.)	Bring up Start Menu (overriding an Excel command)		Task Manager (Windows - overriding an XL command)			
Execute	Enter value and move down	Enter value and move up	Fill value in edited cell into all cell and do not move	Redo	Fill value in edited cell into all cells and do not move			
Help	Help	What Is...						
Home	Select the first cell in the row	Extend selection to the first cell in the row	Select cell to reset window (or pane)		Extend selection to the cell that resets the window or pane			
Insert	Toggle Overwrite mode in edit mode	Paste	Copy					
Left	Move left one cell	Extend selection left one cell	Select the last cell in the area left	Back (hyperlink navigation)	Extend selection down to last cell in area left	Ungroup	Intel Chipset: Turn screen +90 degrees; else: move active cell to previous non-adjacent area within selection	
Multiply (*)			Select current region					
PageDown	Page Down	Extend selection page down	Next Sheet	Page Right	Extend selection one sheet down	Extend selection Page Right		
PageUp	Page Up	Extend selection page up	Previous Sheet	Page Left	Extend selection one sheet up	Extend selection Page Left		
Return	Enter value and move down	Enter value and move up	Fill value in edited cell into all cell and do not move	Redo	Fill value in edited cell into all cells and do not move			
Right	Move right one cell	Extend selection right one cell	Select the last cell in the area right	Forward (hyperlink navigation)	Extend selection down to last cell in area right	Group	Intel Chipset: Turn screen -90 degrees; else: move active cell to next non-adjacent area within selection	
Space		Select Row	Select Column	Displays control menu	Select contiguous area			
Subtract (-)	Extend Selection Mode	Add to Selection Mode	Delete Cells					
Tab	Tab forwards (next cell to edit)	Tab backwards (previous cell to edit)	Next Window	Next Application	Previous Window		Indent	Outdent
Up	Move up one cell	Extend selection up one cell	Select the cell at top of region	Close drop-down (auto-complete, filter, or validation)	Extend selection up to end of region		Intel Chipset: Display screen normally (0 degrees)	
0			Hide Column		Show Column			
1			Format Cells		Fixed decimal & comma format			
2			Bold (toggle)		Time (AM/PM) format			
3			Italic (toggle)		Date format			
4			Underline (toggle)		Currency format			
5			Strikethrough (toggle)		Percentage format			
6			Toggle Show, Hide, and Show Placeholders for Objects		Exponential format			
7			Excel 2003: Toggle Standard toolbar visibility		Outline border			
8			Toggle showing outline symbols		Select current region			
9			Hide Row		Unhide Row			
.			Excel 2003: Copy above cell and edit	Excel 2003: Activates the cell style drop-down or dialog				
-			Delete Cells		Remove all borders			
,				Excel 2003: Edit Style drop down menu (if visible)	Fill down			
/			Rotates the Active Cell through the corners of the selection		Fill right			
:			Select Array					
;			Insert current date (in Edit (F2) mode)	Select Visible	Insert current time (in edit mode)			
[			Select direct precedent cells		Select all precedent cells			
\			Select unequal cells in row / column of selection		Select cells unequal to active cell			
]			Select directly dependent cells		Select all dependent cells			
.			Formula Auditing Mode		General Number Format			
=			Calculate Now	Autosum	Insert cells			
A			Select current region, select all		Insert arguments in formula			
B			Bold (toggle)		Address Book (only when emailing not as attachment)			
C			Copy					
D			Fill down	Excel 2003: Activate Data menu				
E				Excel 2003: Activate Edit menu				
F			Find Dialog	Excel 2007: Activate Office button; Excel 2003: Activate File menu	Font face			
G			GoTo					
H			Replace	Excel 2003: Activate Help menu				
I			Italic (toggle)	Excel 2003: Activate Insert menu				
J								
K			Insert Hyperlink	Check Names (only when emailing not as attachment)				
L			Excel 2007: Create Table; Excel 2003: Create List		Toggle AutoFilter		Reapply Sort / Filter	
M								
N			New Workbook					
O			Open Workbook	Excel 2003: Activate Format menu	Select Comments			
P			Print		Font size			
Q								
R			Fill right					
S			Save	Send Now (only when emailing not as attachment)				
T			Excel 2007: Insert Table	Excel 2003: Activate Tools menu	Toggle Total Row			
U			Underline (toggle)					
V			Paste	Excel 2003: Activate View menu				
W			Close Window	Excel 2003: Activate Window menu				
X			Cut					
Y			Redo					
Z			Undo					