

# Excel shortcuts keys list

## General keyboard shortcuts for Excel

Close the workbook and Excel	ALT + F4
Open the Visual Basic Editor (VBE, the macro editor)	ALT + F11
Cut the selection	CTRL + X
Copy the selection	CTRL + C
Paste	CTRL + V
Select all	CTRL + A
Cancel	CTRL + Z
Redo (Undo a step cancelled with the previous shortcut)	CTRL + Y

## Keyboard shortcuts for creating, manipulating and saving folders

Create a new folder	CTRL + N
Open a binder	CTRL + O ou CTRL + F12
Close the folder	CTRL + W ou CTRL + F4
Save the folder	CTRL + S ou MAJ + F12
Print the binder	CTRL + P
Save as	F12

## Navigation keyboard shortcuts

Create a new tab	MAJ + F11
Go to the first used cell in the worksheet	CTRL + DEBUT
Go to the last used cell in the worksheet	CTRL + FIN
Validate the cell and go to the cell underneath.	ENTREE
Validate the cell and go to the cell above.	MAJ + ENTREE
Validate the cell and go to the cell on the right.	TAB
Validate the cell and go to the left cell.	MAJ + TAB
Go to the next tab	CTRL + PAGE SUIVANTE
Go to the previous tab	CTRL + PAGE PRECEDENTE
Display the Reach dialog box	F5
Go to the last non-empty cell in the column (down)	CTRL + BAS
Go to the last non-empty cell in the column (upwards)	CTRL + HAUT
Go to the last non-empty cell in the column (to the left)	CTRL + GAUCHE
Go to the last non-empty cell in the column (to the right)	CTRL + DROITE
Go to the next folder	CTRL + F6

Go to previous folder

MAJ + CTRL + F6

## Keyboard shortcuts for inserting new items

Insert a function	MAJ + F3
Add or modify the cell comment	MAJ + F2
Add a graphic in a new tab	F11
Add a graphic to the sheet	ALT + F1
Duplicate the selected element (graphic, shape)	CTRL + D
Add a line to the selected line	CTRL + +
Delete the selected line	CTRL + -
Add the date in the selected cell	CTRL + ;
Add the time in the selected cell	CTRL + ,
Add a link to a website in the selected cell	CTRL + K
Add the same value throughout the selection	CTRL + ENTREE

## Format keyboard shortcuts

Display the Cell Format dialog box	CTRL + MAJ + 1
Put the cell in bold	CTRL + G
Underline the cell	CTRL + U
Put the cell in italics	CTRL + I
Bar the cell	CTRL + 5
Formatting Percentage	CTRL + %
Formatting numbers in monetary format	CTRL + M
Format to Date	CTRL + J
Formatting in schedule	CTRL + Q
Back to standard digital format	CTRL + R

## Keyboard shortcuts for cell selection and manipulation

Select the current column	CTRL + ESPACE
Select the current line	MAJ + ESPACE
Modify the current cell	F2
Search	MAJ + F5 ou CTRL + F
Replace	CTRL + H
Hide the columns of the selection	ALT + (
Display the columns of the selection	ALT + )
Hide the lines of the selection	ALT + «

Display the lines of the selection	ALT + _
Make an automatic sum of the cells above the current cell	ALT + =
Name Manager	CTRL + F3
Changing relative references to absolute references	F4
Extend the selection in a chosen direction	MAJ + flèche de direction
Extend the selection to the last non-empty cell in a selected direction.	CTRL + MAJ + flèche de direction
Extend the selection to the last used cell of the tab	CTRL + MAJ + FIN
Deselect selection	ECHAP

## Various keyboard shortcuts

Convert to percentage	CTRL + MAJ + %
Activate the accelerator keys (this displays other possible keyboard shortcuts).	F10 ou ALT
Open the dialog box to execute or modify a macro.	ALT + F8
Checking spelling	F7
Recalculate the binder	F9
Recalculate only the active tab	MAJ + F9
Show or hide the ribbon	CTRL + F1

For more information about how to use shortcut in excel you can check our tutorials here  
[Most Used Excel Shortcuts keys](#)