



Microsoft Excel 2007: Common Keyboard Shortcuts

How to perform common tasks using shortcuts

Introduction

With the redesign of Excel 2007, the Ribbon replaced Excel 2003's menus and toolbar. Most Excel 2003 menu access keys still work. However, you'll need to know the full shortcut from memory since no on-screen reminders exist. The following keyboard shortcuts refer to the U.S. keyboard layout. Keys on other layouts might not correspond exactly. For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press are separated by a plus sign (+). For more shortcuts, please visit Microsoft's training website at <http://office.microsoft.com/en-us/excel/HP100738481033.aspx>.

Common Keyboard Shortcuts

If you want to...	Press
Create a new blank workbook.	CTRL+N
Open a workbook.	CTRL+O
Save a workbook.	CTRL+S
Find text.	CTRL+F
Print a document	CTRL+P
Copy the selected cell(s).	CTRL+C
Cut the selected cell(s).	CTRL+X
Paste cell(s).	CTRL+V
Format cells	CTRL+1
Select entire worksheet	CTRL+A
Undo the last action.	CTRL+Z
Redo the last action.	CTRL+Y
Make letters bold .	CTRL+B
Make letters <i>italic</i> .	CTRL+I
<u>Underline</u> letters.	CTRL+U
Close the workbook.	CTRL+W
Create a table.	CTRL+T
Get Help or visit Microsoft Office Online.	F1
Move text or graphics.	F2
Repeat the last action.	F4
Choose the Spelling command.	F7
Extend a selection.	F8
Show KeyTips.	F10