EXCEL 2010 SHORTCUT LIST

Navigation

Cell Navigation and Selection

Move one cell in any direction	Arrow Keys
Go to end of contiguous range	CTRL + Arrow Keys
Select range	SHIFT + Arrow Keys
Select contiguous range	CTRL + SHIFT + Arrow Keys
Move one page up (down)	Page Up (Down)
Move to beginning of row	Home
Move to cell "A1"	CTRL + Home
Move to cell to the right (left)	TAB (SHIFT + TAB)
Move to cell below (above)	Enter (SHIFT + Enter)
Select All	CTRL + A

WorkSheet Navigation

Move to next/previous worksheet	CTRL + Page Up/Down
New Worksheet	SHIFT + F11

Workbook Navigation

Switch workbooks	CTRL + TAB
Switch workbooks in reverse	CTRL + SHIFT + TAB
New Workbook	CTRL + N

Basics

Save	CTRL + S
Print	CTRL + P
New Workbook	CTRL + N
Close Program	ALT + F4
Open Workbook	CTRL + O
Close Window	CTRL + W (CTRL + F4)
Recalculate Workbook	F9

Formatting
Cell Formatting

Format Menu	CTRL + 1
Bold	CTRL + B
Italic	CTRL + I
Underline	CTRL + U
Insert a comment	SHIFT + F2

Editing

Cells

Edit Cell	F2
Cancel cell entry	ESC
Anchor cells	F4
Highlight within cells	SHIFT + Arrow Keys
Fill Down	CTRL + D
Fill Right	CTRL + R
Copy	CTRL + C
Paste	CTRL + V
Paste Special	CTRL + ALT + V
Cut	CTRL + X
Undo	CTRL + Z
Repeat	CTRL + Y

Row/Columns

Select Column	CTRL + SPACE
Select Row	SHIFT + SPACE
Delete Row or Column	CTRL + "-"
Insert Row or Column	CTRL + "+"
Group/Ungroup rows or columns	ALT + SHIFT + Left/Right Arrow Keys

Tools/Other Features

Display Name Menu	CTRL + F3
Go To	F5 or CTRL + G
Find	CTRL + F
Replace	CTRL + H

Auditing

Show Formulas	CTRL + ~
Go To	F5 or CTRL + G

ALT Shortcuts

Cell Size

Row Height	ALT + H + O + H
AutoFit Row Height	ALT + H + O + A
Column Width	ALT + H + O + W
AutoFit Column Width	ALT + H + O + I
Default Column Width	ALT + H + O + D

Visability

Hide/Unhide Columns, Rows & Sheet	ALT + H + O + U

Organize Sheets

Rename Sheet	ALT + H + O + R
Move or Copy Sheet	ALT + H + O + M
Tab Color	ALT + H + O + T

Viewing

Freeze Panes	ALT + W + F + F
Split Screen	ALT + W + S

Tools

Sort	ALT + A + SS
Filter	ALT + A + T
Text to Columns	ALT + A + E
Data Validation	ALT + A + V

Auditing

Trace Precedents	ALT + M + P
Trace Dependents	ALT + M + D
Remove Trace Arrows	ALT + M + A + A
Track Changes	ALT + R + G