

Key	Alone	Shift	Ctrl	Alt	Ctrl + Shift	Alt + Shift	Ctrl + Alt	Ctrl + Alt + Shift
Esc	Esc							
Backspace	Backspace	Collapse Selection	Goto Active Cell					
Tab	Move Right	Move Left	next window	next application	Previous Window			
Enter	Enter	Move Up	Fill Selection with Active Cell	New Line in Cell				
Insert	Insert Mode		Copy					
Delete	Clear		Delete To End Of Line					
Home	Start of Row		Start of Worksheet		Select to Start of Sheet			
End	End of Row		End of Worksheet		Select to End of Sheet			
Page Up	Page Up		Previous Worksheet	Left 1 screen	Select Current, Next Sheet			
Page Down	Page Down		Next Worksheet	Right 1 screen	Select Current, Prev Sheet			
Left Arrow	Move Left	Select Left	Move Left Area	Back				
Right Arrow	Move Right	Select Right	Move Right Area	Forward				
Up Arrow	Move Up	Select Up	Move Up Area					
Down Arrow	Move Down	Select Down	Move Down Area	Drop down list				
Space Bar	Space	Select Row	Select Column	Control Box	Select All			
F1	Help	What's This Help	Show/Hide Ribbon	Insert Chart		New Worksheet		
F2	Edit Mode	Add/Edit Comment	Print Preview	Save As				
F3	Paste Name	Insert Function	Define Name		Names From Labels			
F4	Repeat Action	Find Again	Close Window	Quit Excel	Find Previous			
F5	Goto	Find	Restore Window Size					
F6	Next Pane	Prev Pane	Next Window	Previous Window	Prev Workbook			
F7	Spell Check		Move Window					
F8	Extend Selection	Add To Selection	Resize Window	Macro List				
F9	Calculate All	Calculate Worksheet	Minimize Workbook			Calculate all	Recheck dependents	
F10	Activate Menu	Context Menu	Maximize/Restore Window			Smart Tag menu		
F11	New Chart	New Worksheet	New Macro Sheet	VB Editor		Script Editor		
F12	Save As	Save	Open		Print			
~	~	~	Toggle Formula View		General Format			
1 !	1	!	Format Cells		Number Format			
2 @	2	@	Bold		Time Format			
3 #	3	#	Italics		Date Format			
4 \$	4	\$	Underline		Currency Format			
5 %	5	%	Strikethru		Percent Format			
6 ^	6	^	Hide/Display Objects		Exponent Format			
7 &	7	&	Show/Hide Standard Toolbar		Outside Border			
8 *	8	*	Display/Hide Outline Symbols		Select Region			
9 (9	(Hide Rows		Unhide Rows			
0)	0)	Hide Columns		Unhide Columns			
- _	-	_	Delete Cells	control menu	No Border			
= +	=	+	Calculate All	auto sum	Insert Cells			
[{	[{	Direct Precedents		All Precedents			
] }]	}	Direct Dependents		All Dependents			
\	\		Select Differences		Select Unequal Cells			
: :	:	:	Insert Date	Select Visible Cells	Insert Time			
' *	'	*	Copy Formula From Above	Style	Copy Value Above			
. <	.	<						
. >	.	>	Next corner of range					
/ ?	/	?	Select Array		Select Array			
A	a	A	Select A ll		Insert Formula Arguments			
B	b	B	B old					
C	c	C	C opy					
D	d	D	Fill D own					
E	e	E						
F	f	F	F ind		Open Font Menu			
G	g	G	G o To					
H	h	H	Replace					
I	i	I	I talics					
J	j	J						
K	k	K	Insert/Edit Hyperlink					
L	l	L	Create L ink					
M	m	M						
N	n	N	N ew Workbook					
O	o	O	O pen Workbook		Select All Cells w/Comments			
P	p	P	P rint		Open Font Menu			
Q	q	Q						
R	r	R	Fill R ight					
S	s	S	S ave					
T	t	T	Create T able					
U	u	U	U nderline					
V	v	V	Paste		Paste Special			
W	w	W	Close W indow					
X	x	X	Cut					
Y	y	Y	Repeat					
Z	z	Z	Undo					