Microsoft Excel 2019 Keyboard Shortcuts   TECH HELP TODAY

With a few exceptions, these keyboard shortcuts also apply to Microsoft Excel 2003, 2007, 2010, 2013, and 2016.
On a Macintosh, many shortcuts require the Command key rather than the Control key.

Entering Data:
Current date .... Ctrl+; [semicolon]
Current time .... Ctrl+: [colon]
New line within cell .... Alt+Enter
Repeat data above cell .... Ctrl+' [apostrophe]

Formatting:
Bold..Ctrl+B
Border, outside selected cells........................... Ctrl+&
Border, remove... Ctrl+_
Currency format .... Ctrl+$
Date format (14-Mar-99) .... Ctrl+#
Font dialog box ....Ctrl+Shift+P
Format Cells dialog box........................... Ctrl+1 [one]
General number format.......................... Ctrl+~
Italic ....Ctrl+I
Number format (2 dec. places)........................... Ctrl+!
Percent Style ....Ctrl+%
Strikethrough .... Ctrl+5
Time format ....Ctrl+@
Underline ....Ctrl+U

Formulas:
Absolute cell address (in formulas) F4
Calculate (if auto-recalc is off)................................ F9
Create Names.....................................Ctrl+Shift+F3
Display all formulas, on / off ....Ctrl+`
"Insert Function" dialog box ....Shift+F3
Name Manager dialog box............................. Ctrl+F3
Paste Name dialog box. F3

General:
Chart based on selected cells, embedded .... Alt+F1
Chart based on selected cells, new sheet............... F11
Close Excel .... Alt+F4
Close workbook ....Ctrl+W
Close workbook .... Ctrl+F4
Comment ....Shift+F2
Comment, delete ....Shift+F10
Control menu for Excel window .... Alt+Spacebar
Copy ....Ctrl+C
"Create Table" dialog box. ....Ctrl+T
Cut contents of the selected cell ....Ctrl+X
"Delete" dialog box ....Ctrl+Minus (-)
Save As.. F12
Edit active cell... F2
"Extend" mode, on / off.. F8
Fill Down to selected cells...............................Ctrl+D
Fill Right to selected cells................................Ctrl+R

Find and Replace ....Ctrl+F
Help F1
Hide columns ....Ctrl+0
Hide rows...Ctrl+9
Hyperlink .... Ctrl+K
"Insert" dialog box....................... Ctrl+Shift+Plus (+)
Macro dialog box...Alt+F8
Minimize workbook......................................Ctrl+F9
New macro worksheet .... Ctrl+F11
New worksheet...............................Shift+F11
New workbook .... Ctrl+N
Next workbook ....Ctrl+F6
Open .... Ctrl+O
Open ....Ctrl+F12
Paste... Ctrl+V
Print ....Ctrl+P
Print Preview...Ctrl+F2
Repeat last command .... Ctrl+Y
Repeat last command..F4
Replace .... Ctrl+H
Restore worksheet (size) .... Ctrl+F10
Ribbon, display or hide ....Ctrl+F1
Right mouse button, emulate.......................Shift+F10
Save ....Ctrl+S
Select region around active cell...............Ctrl+Shift+*
Spell check F7
"Start" menu..Ctrl+Esc
Switches between worksheet, Ribbon,
    task pane, and Zoom controls F6
Undo ....Ctrl+Z
Unhide hidden rows..............................Ctrl+Shift+(
Visual Basic editor....................................... Alt+F11

Navigate:
Beginning of worksheet ....Ctrl+Home
Edge of data region......................... Ctrl+[arrow key]
Next / Previous worksheet ....Ctrl+PgUp / PgDn
"Go To" dialog box. F5
"Go To" dialog box. .... Ctrl+G
Last cell of worksheet.................................Ctrl+End
Move one screen to left............................. Alt+PgUp
Move one screen to right........................... Alt+PgDn

Select:
Add non-adjacent cell .... Shift+F8
Entire worksheet (All) .... Ctrl+A
Entire column ....Ctrl+Spacebar
Entire row ....Shift+Spacebar
Extend to last cell ....Ctrl+Shift+[arrow key]

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