

## Excel Shortcut Keys

Keyboard Shortcut	Result in Excel 2000 - General
F1 Key	Help
F2 Key	Edit current Cell
F5 Key	Go to
F7 Key	Spell Check
F12 Key	Save file as
CTRL and A	Select entire worksheet
CTRL and B	Toggle Bold Text
CTRL and C	Copies the item or items selected to the Clipboard and can be pasted using CTRL and V
CTRL and F	Displays the Find dialog box
CTRL and H	Displays the Replace dialog box
CTRL and I	Toggles Italic Text
CTRL and N	New File
CTRL and O	Open File
CTRL and P	Print
CTRL and S	Save File
CTRL and U	Toggles Underlined Text
CTRL and V	Paste the contents of the clipboard
CTRL and X	Cut the selected item
CTRL and Y	Redo the last undone action
CTRL and Z	Undoes the last action
CTRL and 1	Displays Format Cells Dialogue Box
CTRL and 5	Toggles Strikethrough Text

## Excel Shortcut Keys (continued)

Keyboard Shortcut	Result in Excel 2000 - Formulas
ALT and =	Auto sum
ALT and F8	Macros
CTRL and ;	Insert Current Date
CTRL and :	Insert Current Time
CTRL and left Arrow	Go to End of Column
CTRL and Home	Go to Top of Worksheet (A1)
CTRL and End	Go to End of Worksheet
CTRL and PAGE-DOWN	Go to Next Worksheet

Keyboard Shortcut	Result in Excel 2000 - Cell Selection
CTRL and Spacebar	Select the entire Column
SHIFT and Spacebar	Select the entire Row
CTRL and A	Select Entire Worksheet
SHIFT and Left Cursor	Select all cells to the left of the active one
SHIFT and Right Cursor	Select all cells to the right of the active one

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