

Excel 2007/ 2010 Shortcuts

The Basics/ General:

Ctrl + O	open file
Ctrl + N	new file
Ctrl + P	print file
Ctrl + S	save
Alt + F + A	save as
Ctrl + W	close file
Alt + F4	close excel
Alt + F + T	preferences
Ctrl + C	copy
Ctrl + X	cut
Ctrl + V	paste
Alt + H + V + S	paste special
Ctrl + Y	repeat
Ctrl + Z	undo
Alt	activate menu bar
F2	edit cell
Ctrl + A	select entire sheet
Esc	exit dialogue
Fn + Ctrl + up/down	move between sheets
F5	go to specific cell

Formatting:

Ctrl + B	bold
Ctrl + I	italic
Ctrl + U	underline
Alt + H + A + C	align centre
Alt + H + A + L	align left
Alt + H + A + R	align right
Ctrl + 1	format cell/ range
Alt + H + K	coma format, 2 decimal point
Alt + H + A + N	currency format
Alt + H + P	percentage format
Alt + H + N	number format
Alt + H + 0	increase decimal
Alt + H + 9	decrease decimal
Alt + H + E + A (delete)	clear cell/area
Alt + H + B + S	borders on all sides
Alt + H + B	borders right/ left/up/down
Shift + Ctrl + _	remove all borders
Shift + F2	insert comment
Shift + F2 + Delete	delete comment
Ctrl + H	replace

Other Useful Shortcuts:

Alt + H + O + U + C	hide column	Ctrl + Home	move to cell A1
Alt + H + O + U + L	unhide column	Alt + H + O + I	fit column width
Alt + H + O + U + R	hide row	Alt + Enter	new line in a cell
Alt + H + O + U + O	unhide row	Ctrl + arrows	skip words when in a cell
Ctrl + Spacebar	select column	Alt + W + F	freeze pane
Shift + Spacebar	select row	Alt + W + S	split screen
Ctrl + Shift + "+"	insert row/column/cell	=(equals)	start inputting a formula
Ctrl + Shift + "-"	delete row/column/cell	F9	recalculate the workbook
Alt + "+"	auto sum	Ctrl + Alt + A	auto colour cells
Ctrl + Down	last non blank cell	Ctrl + Alt + +/-	zoom in/out
F4	lock cell	Shift + F3	opens formula builder
Shift + Ctrl + arrows	select everything until the last non blank cell		