



## Microsoft Excel 2007 Keyboard Shortcuts Using CTRL Combinations:

Key	Description
CTRL+SHIFT+(	Unhides any hidden rows within the selection.
CTRL+SHIFT+)	Unhides any hidden columns within the selection.
CTRL+SHIFT+&	Applies the outline border to the selected cells.
CTRL+SHIFT_	Removes the outline border from the selected cells.
CTRL+SHIFT+~	Applies the General number format.
CTRL+SHIFT+\$	Applies the Currency format with two decimal places (negative numbers in parentheses).
CTRL+SHIFT+%	Applies the Percentage format with no decimal places.
CTRL+SHIFT+^	Applies the Exponential number format with two decimal places.
CTRL+SHIFT+#	Applies the Date format with the day, month, and year.
CTRL+SHIFT+@	Applies the Time format with the hour and minute, and AM or PM.
CTRL+SHIFT+!	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
CTRL+SHIFT+*	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.
CTRL+SHIFT+:	Enters the current time.
CTRL+SHIFT+''	Copies the value from the cell above the active cell into the cell or the Formula Bar.

Key	Description
CTRL+SHIFT+Plus (+)	Displays the <b>Insert</b> dialog box to insert blank cells.
CTRL+Minus (-)	Displays the <b>Delete</b> dialog box to delete the selected cells.
CTRL+;	Enters the current date.
CTRL+`	Alternates between displaying cell values and displaying formulas in the worksheet.
CTRL+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
CTRL+1	Displays the <b>Format Cells</b> dialog box.
CTRL+2	Applies or removes bold formatting.
CTRL+3	Applies or removes italic formatting.
CTRL+4	Applies or removes underlining.
CTRL+5	Applies or removes strikethrough.
CTRL+6	Alternates between hiding objects, displaying objects, and displaying placeholders for objects.
CTRL+8	Displays or hides the outline symbols.
CTRL+9	Hides the selected rows.
CTRL+0	Hides the selected columns.
CTRL+A	<p>Selects the entire worksheet.</p> <p>If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the current region and its summary rows. Pressing CTRL+A a third time selects the entire worksheet.</p> <p>When the insertion point is to the right of a function name in a formula, displays the <b>Function Arguments</b> dialog box.</p> <p>CTRL+SHIFT+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.</p>
CTRL+B	Applies or removes bold formatting.
CTRL+C	<p>Copies the selected cells.</p> <p>CTRL+C followed by another CTRL+C displays the Clipboard.</p>

Key	Description
CTRL+D	Uses the <b>Fill Down</b> command to copy the contents and format of the topmost cell of a selected range into the cells below.
CTRL+F	Displays the <b>Find and Replace</b> dialog box, with the <b>Find</b> tab selected.  SHIFT+F5 also displays this tab, while SHIFT+F4 repeats the last <b>Find</b> action.  CTRL+SHIFT+F opens the <b>Format Cells</b> dialog box with the <b>Font</b> tab selected.
CTRL+G	Displays the <b>Go To</b> dialog box.  F5 also displays this dialog box.
CTRL+H	Displays the <b>Find and Replace</b> dialog box, with the <b>Replace</b> tab selected.
CTRL+I	Applies or removes italic formatting.
CTRL+K	Displays the <b>Insert Hyperlink</b> dialog box for new hyperlinks or the <b>Edit Hyperlink</b> dialog box for selected existing hyperlinks.
CTRL+N	Creates a new, blank workbook.
CTRL+O	Displays the <b>Open</b> dialog box to open or find a file.  CTRL+SHIFT+O selects all cells that contain comments.
CTRL+P	Displays the <b>Print</b> dialog box.  CTRL+SHIFT+P opens the <b>Format Cells</b> dialog box with the <b>Font</b> tab selected.
CTRL+R	Uses the <b>Fill Right</b> command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.
CTRL+S	Saves the active file with its current file name, location, and file format.
CTRL+T	Displays the <b>Create Table</b> dialog box.
CTRL+U	Applies or removes underlining.  CTRL+SHIFT+U switches between expanding and collapsing of the formula bar.

Key	Description
CTRL+V	<p>Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you have cut or copied an object, text, or cell contents.</p> <p>CTRL+ALT+V displays the <b>Paste Special</b> dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.</p>
CTRL+W	Closes the selected workbook window.
CTRL+X	Cuts the selected cells.
CTRL+Y	Repeats the last command or action, if possible.
CTRL+Z	<p>Uses the <b>Undo</b> command to reverse the last command or to delete the last entry that you typed.</p> <p>CTRL+SHIFT+Z uses the <b>Undo</b> or <b>Redo</b> command to reverse or restore the last automatic correction when AutoCorrect Smart Tags are displayed.</p>