

# Excel 2010 Keyboard Shortcuts

## Ctrl combination shortcut keys

Key	Description	Key	Description
CTRL+PgUp	Switches between worksheet tabs, from left-to-right.	CTRL+SHIFT+Plus (+)	Displays Insert dialog box to insert blank cells.
CTRL+PgDn	Switches between worksheet tabs, from right-to-left.	CTRL+Minus (-)	Displays Delete dialog box to delete selected cells.
CTRL+SHIFT+(	Unhides hidden rows within the selection.	CTRL+;	Enters current date.
CTRL+SHIFT+&	Applies outline border to selected cells.	CTRL+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
CTRL+SHIFT_	Removes outline border from selected cells.	CTRL+1	Displays Format Cells dialog box.
CTRL+SHIFT+~	Applies General number format.	CTRL+2	Applies or removes bold formatting.
CTRL+SHIFT+\$	Applies Currency format with two decimal places (negative numbers in parentheses).	CTRL+3	Applies or removes italic formatting.
CTRL+SHIFT+%	Applies Percentage format with no decimal places.	CTRL+4	Applies or removes underlining.
CTRL+SHIFT+^	Applies Scientific number format with two decimal places.	CTRL+5	Applies or removes strikethrough.
CTRL+SHIFT+#	Applies Date format with day, month, and year.	CTRL+6	Alternates between hiding and displaying objects.
CTRL+SHIFT+@	Applies Time format with the hour and minute, and AM or PM.	CTRL+8	Displays or hides the outline symbols.
CTRL+SHIFT+!	Applies Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	CTRL+9	Hides selected rows.
CTRL+SHIFT+*	Selects current region around active cells. In PivotTables, it selects entire PivotTable reports.	CTRL+0	Hides the selected columns.
CTRL+SHIFT+:	Enters the current time.	CTRL+A	Selects entire worksheet.
CTRL+`	Alternates between displaying cell values and displaying formulas.	CTRL+SHIFT+A	Inserts argument names and parentheses when insertion point is to the right of function names in formulas.
CTRL+SHIFT+''	Copies value from cell above an active cell into the cell or the Formula Bar.	CTRL+B	Applies or removes bold formatting.

# Excel 2010 Keyboard Shortcuts - Ctrl combination shortcut keys

Key	Description	Key	Description
CTRL+C	Copies selected cells.	CTRL+P	Displays Print tab in Microsoft Office Backstage view.
CTRL+D	Uses Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.	CTRL+SHIFT+P	Opens Format Cells dialog box with the Font tab selected.
CTRL+F	Displays Find and Replace dialog box, with the Find tab selected.	CTRL+R	Uses Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.
CTRL+SHIFT+F	Opens Format Cells dialog box with the Font tab selected.	CTRL+S	Saves the active file with its current file name, location, and file format.
CTRL+G	Displays Go To dialog box.	CTRL+T	Displays Create Table dialog box.
CTRL+H	Displays Find and Replace dialog box, with Replace tab selected.	CTRL+U	Applies or removes underlining.
CTRL+I	Applies or removes italic formatting.	CTRL+SHIFT+U	Switches between expanding and collapsing of the formula bar.
CTRL+K	Displays Insert Hyperlink dialog box for new hyperlinks or Edit Hyperlink dialog box for selected existing hyperlinks.	CTRL+V	Inserts contents of the Clipboard at the insertion point and replaces any selection. Available only after cutting or copying an object, text, or cell contents.
CTRL+L	Displays Create Table dialog box.	CTRL+ALT+V	Displays Paste Special dialog box. Available only after cutting or copying an object, text, or cell contents on a worksheet or in another program.
CTRL+N	Creates a new, blank workbook.	CTRL+W	Closes selected workbook window.
CTRL+O	Displays Open dialog box to open or find a file.	CTRL+X	Cuts selected cells.
CTRL+SHIFT+O	Selects all cells that contain comments.	CTRL+Y	Repeats last command or action, if possible.
		CTRL+Z	Uses Undo command to reverse the last command or to delete the last entry that you typed.

**NOTE:** The CTRL combinations **CTRL+E**, **CTRL+J**, **CTRL+M**, and **CTRL+Q** are currently unassigned shortcuts