



Excel 2016 keyboard shortcuts



Ctrl+PgDn.....	Switches between worksheet tabs, from left-to-right	Ctrl+Shift+A.....	inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula
Ctrl+PgUp.....	Switches between worksheet tabs, from right-to-left	Ctrl+B.....	Applies or removes bold formatting
Ctrl+Shift+&.....	Applies the outline border to the selected cells	Ctrl+C.....	Copies the selected cells
Ctrl+Shift_.....	Removes the outline border from the selected cells	Ctrl+D.....	Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below
Ctrl+Shift+~.....	Applies the General number format	Ctrl+E.....	Adds more values to the active column by using data surrounding
Ctrl+Shift+\$.....	Applies Currency format, two decimal places (negative in parens)	Ctrl+F.....	Displays the Find and Replace dialog, with the Find tab selected. Shift+F5 also displays this tab; Shift+F4 repeats last Find action. Ctrl+Shift+F opens Format Cells dialog box with Font tab selected
Ctrl+Shift+%.....	Applies the Percentage format with no decimal places	Ctrl+G.....	Displays the Go To dialog box. F5 also displays this dialog box
Ctrl+Shift+^.....	Applies the Scientific number format with two decimal places	Ctrl+H.....	Displays the Find and Replace dialog, with Replace tab selected
Ctrl+Shift+#.....	Applies the Date format with the day, month, and year	Ctrl+I.....	Applies or removes italic formatting
Ctrl+Shift+@.....	Applies the Time format with the hour and minute, and AM or PM	Ctrl+K.....	Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks
Ctrl+Shift+:.....	Enters the current time	Ctrl+L.....	Displays the Create Table dialog box
Ctrl+Shift+''.....	Copies the value from the cell above the active cell into the cell	Ctrl+N.....	Creates a new, blank workbook
Ctrl+Shift+Plus.....	Displays the Insert dialog box to insert blank cells	Ctrl+O.....	Displays the Open dialog box to open or find a file
Ctrl+Minus.....	Displays the Delete dialog box to delete the selected cells	Ctrl+Shift+O.....	selects all cells that contain comments
Ctrl+;.....	Enters the current date	Ctrl+P.....	Displays the Print tab in Microsoft Office Backstage view. Ctrl+Shift+P opens Format Cells dialog box with Font tab selected
Ctrl+'.....	Display cell values or display formulas in worksheet	Ctrl+Q.....	Displays the Quick Analysis options for your data when you have cells that contain that data selected
Ctrl+'.....	Copies a formula from the cell above the active cell into the cell	Ctrl+R.....	Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right
Ctrl+1.....	Displays the Format Cells dialog box	Ctrl+S.....	Saves the active file with its current file name, location, and format
Ctrl+2.....	Applies or removes bold formatting	Ctrl+T.....	Displays the Create Table dialog box
Ctrl+3.....	Applies or removes italic formatting	Ctrl+U.....	Applies or removes underlining
Ctrl+4.....	Applies or removes underlining	Ctrl+Shift+U.....	switches between expanding and collapsing of the formula bar
Ctrl+5.....	Applies or removes strikethrough	Ctrl+V.....	Inserts the contents of Clipboard at insertion point and replaces any selection. Ctrl+Alt+V displays the Paste Special dialog box
Ctrl+6.....	Alternates between hiding and displaying objects	Ctrl+W.....	Closes the selected workbook window
Ctrl+8.....	Displays or hides the outline symbols	Ctrl+X.....	Cuts the selected cells
Ctrl+9.....	Hides the selected rows	Ctrl+Y.....	Repeats the last command or action, if possible
Ctrl+0.....	Hides the selected columns	Ctrl+Z.....	Uses the Undo command or to delete the last entry you typed
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. In a PivotTable, it selects the entire PivotTable report		
Ctrl+A.....	Selects the entire worksheet. If the worksheet contains data, Ctrl+A selects the current region. Pressing Ctrl+A a second time selects entire worksheet. When insertion point is to the right of a function name in a formula, displays the Function Arguments		