

Excel 2010 Keyboard Shortcuts

Function keys

Key	Description
F1	<p>Displays the Excel Help task pane. CTRL+F1 displays or hides the ribbon</p> <p>ALT+F1 creates an embedded chart of the data in the current range.</p> <p>ALT+SHIFT+F1 inserts a new worksheet</p>
F2	<p>Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off.</p> <p>SHIFT+F2 adds or edits a cell comment</p> <p>CTRL+F2 displays the print preview area on the Print tab in the Backstage view.</p>
F3	<p>Displays the Paste Name dialog box. Available only if there are existing names in the workbook.</p> <p>SHIFT+F3 displays the Insert Function dialog box.</p>
F4	<p>Repeats the last command or action, if possible. When a cell reference is selected in a formula, F4 cycles through all the various combinations of absolute and relative references.</p> <p>CTRL+F4 closes the selected workbook window.</p> <p>ALT+F4 closes Excel.</p>
F5	<p>Displays the Go To dialog box.</p> <p>CTRL+F5 restores the window size of the selected workbook window.</p>
F6	<p>Switches between the worksheet, ribbon, task pane, and Zoom controls. In a worksheet that has been split (View menu, Manage This Window, Freeze Panes, Split Window command), F6 includes the split panes when switching between panes and the ribbon area.</p> <p>SHIFT+F6 switches between the worksheet, Zoom controls, task pane, and ribbon.</p> <p>CTRL+F6 switches to the next workbook window when more than one workbook window is open.</p>
F7	<p>Displays the Spelling dialog box to check spelling in the active worksheet or selected range.</p> <p>CTRL+F7 performs the Move command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press ENTER, or ESC to cancel.</p>
F8	<p>Turns extend mode on or off. In extend mode, Extended Selection appears in the status line, and the arrow keys extend the selection.</p> <p>SHIFT+8 enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys.</p> <p>CTRL+F8 performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized.</p> <p>ALT+F8 displays the Macro dialog box to create, run, edit, or delete a macro.</p>

Excel 2010 Keyboard Shortcuts - Ctrl combination shortcut keys

Key	Description
F9	<p>Calculates all worksheets in all open workbooks.</p> <p>SHIFT+F9 calculates the active worksheet.</p> <p>CTRL+ALT+F9 calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.</p> <p>CTRL+ALT+SHIFT+F9 rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.</p> <p>CTRL+F9 minimizes a workbook window to an icon.</p>
F10	<p>Turns key tips on or off. (Pressing ALT does the same thing.)</p> <p>SHIFT+F10 displays the shortcut menu for a selected item.</p> <p>ALT+SHIFT+F10 displays the menu or message for an Error Checking button.</p> <p>CTRL+F10 maximizes or restores the selected workbook window.</p>
F11	<p>Creates a chart of the data in the current range in a separate Chart sheet.</p> <p>SHIFT+F11 inserts a new worksheet.</p> <p>ALT+F11 opens the Microsoft Visual Basic For Applications Editor, in which you can create a macro by using Visual Basic for Applications (VBA).</p>
F12	<p>Displays the Save As dialog box.</p>
