

**My Favorite
Excel Shortcuts**



Function	Shortcut
New workbook	Ctrl + N
Sum	Alt + =
Select column	Ctrl + Spacebar
Select row	Shift + Spacebar
Go to cell A1	Ctrl + Home
Insert current date	Ctrl + ;
Insert current time	Ctrl + Shift + ;
Show formulas	Ctrl + `
Display Insert dialog box	Ctrl + +
Display Delete dialog box	Ctrl + -
Select entire worksheet	Ctrl + A
Apply Bold format	Ctrl + B
Copy to Clipboard	Ctrl + C
Help	F1
Create absolute reference	F4
Display Go To dialog box	F5
Create chart	F11
Open Visual Basic Editor	Alt + F11