

Excel – Useful Function Keys

Tip: Always remember to check that the function keys have not been overridden by any in-house customisations.

Key	Action
F1	Activates the Help Task Pane
Ctrl+F1	Activates or hides the Ribbon
Alt+F1	Creates an embedded chart of the selected data
Alt+Shift+F1	Inserts a new worksheet
F2	Edits active cell either at the end of the contents in the cell or in the formula bar
Shift+F2	Creates or edits a cell comment
F3	Activates Paste Name dialog box (only available if names have been defined)
Shift+F3	Activates Insert Function dialog box
F4	Repeats last command or action (if possible)
Ctrl+F4	Closes selected workbook window
Alt+F4	Closes Excel
F5	Activates GoTo dialog box
Ctrl+F5	Restores window size of selected workbook window
Ctrl+F6	Switches between current workbook and last viewed open workbook

Tip: Not all function keys are included as some have other more commonly used shortcut keys, e.g. **CTRL+S (Save)**.

Key	Action
F7	Activates the Spell Check Task Pane
F8	Turns Extend mode on or off. Use the arrow keys to extend the selection
Shift+F8	Allows you to add non-adjacent keys cells or range to a selection of cells using the arrow keys
F9	Calculates all worksheets in the current workbook (used if you have manual calculation set)
Shift+F9	Calculates the current worksheet (used if you have manual calculation set)
Ctrl+F9	Minimises the current workbook
F10	Turns KeyTips on or off
Shift+F10	Displays shortcut menu for selected item
Ctrl +F10	Maximizes or restores current document window
F11	Creates a chart from the current range on a separate chart sheet
Shift+F11	Inserts a new worksheet in the current workbook

