

EXCEL SHORTCUT KEYS F1 to F12

F1	(Help) This shortcut key opens an EXCEL HELP where you can search your query about MS Excel and gain all knowledge of MS Excel.
F2	(Edit Mode)This key opens the cell in edit mode which you can add, delete, or fix your data in the cell.
F3	(Paste Name/Formula) When you click this key, it opens a dialog box(paste name), which shows the named range in your data that you previously set and if you select the naming range from the dialog box on the OK button, It pastes the data but only if when the cell is located in the naming range.
F5	(Goto) It opens a GOTO dialog box from you can reach the cell reference.
F6	(Next Pane) It is used to select/switching the pan and ribbon area.
F7	(Spell Check) This will give you the Spelling dialog to check the spelling and correct them to be new or corrected.
F8	(Extend Selection) This will block the cell that is selected and give you the option to expand your selection using the arrow keys.
F9	(Calculates All) Calculates the all open worksheets in all open workbooks it is very useful if you have selected manual calculation in the Excel options.
F10	(Activate Menu) This key activates the menu form of the key with alphanumeric which you can select alphabet or number for access to the menu or commands without using the Mouse.
F11	(New Chart) This key is used to insert a new chart of current range/selected range in a separate sheet.
F12	(Save as) This key is used to save your existing file as a duplicate or other filename.

EXCEL SHORTCUT KEYS CTRL+F1 to F12

CTRL+F1	This Combination use to hide and show the command tabs From the Ribbon.
CTRL+F2	This Combination use to open the print command
CTRL+F3	This Key Combination Opens Name Manager dialog Box where you can add the naming range for the new range and delete and edit the existing name range.
CTRL+F4	Opens a Close command window to close the open file.
CTRL+F5	Restore the window size
CTRL+F6	This combination uses to move to the next open workbook.
CTRL+F7	This combination is used to move the Excel window with the help of the keyboard arrow keys but it only works when the Excel window is restored.
CTRL+F8	This combination is used to Resize the Excel window with the help of the keyboard arrow keys but it only works when the Excel window is restored.
CTRL+F9	Use to Minimize the excel workbook window.
CTRL+F10	Use to Maximize the excel workbook window.
CTRL+F11	Insert a new macro worksheet name as Macro1 in the current workbook if you press. This combination again it will keep creating Macro2 and so on.
CTRL+F12	This combination Opens a File Open Dialog Box.