

# How to use function keys in Microsoft Excel

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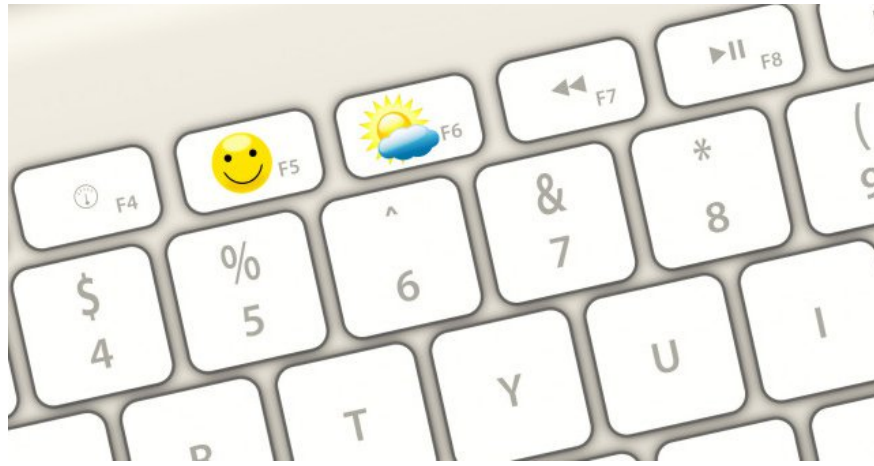
1. Summary of expensive shortcuts in Microsoft Excel

## How to use function keys in Microsoft Excel

1. F1 key
2. F2 key
3. F3 key
4. F4 key
5. F5 key
6. F6 key
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10. F10 key
11. F11 key

### F1 key

1. **F1** : Get help. The operation of this function key depends on the Excel window you are viewing. For example, in the normal window, when pressing F1, it will open the **Help** panel. Sometimes, pressing F1 will take you to the Microsoft support page and display the articles related to the feature you are looking for.
2. **Ctrl + F1** : Hide and unhide Excel Ribbon.
3. **Ctrl + Shift + F1** : Hide and unhide Excel Ribbon, title bar and status bar at the bottom of the window to display the entire sheet.
4. **Alt + F1** : Create an embedded chart from data in the selected range.
5. **Alt + Shift + F1** : Create a new sheet.



## F2 key

1. **F2** : Turn on editing in the cell and move the mouse pointer to the end of the cell's data. If the editing feature has been disabled, when pressing this function key, it will move the mouse pointer to the formula bar.
2. **Ctrl + F2** : Open the **Print** window to preview and print documents.
3. **Shift + F2** : Allows you to insert or edit comments on the selected cells.
4. **Alt + Shift + F2** : Save the current workbook.

## F3 key

1. **F3** : Open the **Paste Name** window if you have named the workbook.
2. **Ctrl + F3** : Open the name manager dialog to create and edit the set name.
3. **Shift + F3** : Open the function insert dialog.
4. **Ctrl + Shift + F3** : Open the **Create Names From Selection** window to create a new name using the selected rows and columns.

## F4 key

1. **F4** : Repeat the last action. If you have selected a cell or a reference range, when you press **F4** , Excel will switch to the available references.
2. **Shift + F4** : Repeat the last search, convenient to find search results without opening the **Find and Replace** window.
3. **Ctrl + Shift + F4** : This key combination has the same function as **Shift + F4** but repeats the first search action.
4. **Ctrl + F4** : Close the current workbook, a save message will appear if you have made any changes on the workbook.
5. **Alt + F4** : Exit Microsoft Excel. This will close all workbooks (save changes without pressing **Ctrl + S** ) and exit the program.

## F5 key

1. **F5** : Open the **Go To** window , move to a range or named address.
2. **Shift + F5** : Open the **Find and Replace** window.
3. **Ctrl + F5** : Restore the size of the active workbook window.

## F6 key

1. **F6** : Move between Ribbon, sheet, tab and status bar.
2. **Shift + F6** : Move in reverse order between Ribbon, sheet, tab and status bar.
3. **Ctrl + F6** : Switch to the next workbook window when you open multiple workbook windows.
4. **Ctrl + Shift + F6** : Switch to the previous workbook window when you open multiple workbook windows.

## F7 key

1. **F7** : Perform a spell check in the selected range.
2. **Shift + F7** : Open the synonym dictionary. If you select a word and press this key combination, Excel will open the dictionary and look up the selected word.

## F8 key

1. **F8** : Enable and disable extended selection mode. While in this mode, you can use the arrow keys to expand or shrink the selection of the current cell.
2. **Shift + F8** : Turn on and off the ' **Add to Selection** ' mode. While in this mode, you can use the arrow keys or the mouse to add nonadjacent cells to the currently selected cells.
3. **Alt + F8** : Displays the Excel dialog box.

## F9 key

1. **F9** : Refresh the workbook, this operation performs new calculations on all formulas.
2. **Shift + F9** : Perform calculations on the active worksheet.
3. **Ctrl + Alt + F9** : Calculate all formulas on all worksheets in all open workbooks.
4. **Ctrl + Alt + Shift + F9** : Check the formulas and then calculate all cells in all open workbooks.

## F10 key

1. **F10** : Turn on or turn off key tips. Key tips display letters on menus that you can press to navigate menus and activate commands.
2. **Shift + F10** : Display context menu, similar to right click.
3. **Ctrl + F10** : Zoom in or restore the selected workbook window.
4. **Alt + F10** : Enlarge the program window.
5. **Alt + Shift + F10** : Display menu or notification for smart card. If there is more than one smart card, this combination will switch to the next smart card and display its menu or notification.

## F11 key

1. **F11** : Create a chart for the data selected in a separate chart sheet.
2. **Shift + F11** : Create a new sheet.
3. **Alt + F11** : Switch between the Visual Basic Editor and the active workbook.
4. **Alt + Shift + F11** : Open Microsoft Script Editor.

## F12 key

1. **F12** : Open the **Save As** window.
2. **Shift + F12** : Save the current workbook.
3. **Ctrl + F12** : Open the **Open** window.
4. **Ctrl + Shift + F12** : Open the **Print** window.

See more:

1. Learn the functions of F1 - F12 keys on Windows operating system
2. List of common shortcuts for Google Sheets on computers (Part 1)
3. More than 60 Windows shortcuts you should memorize

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