

Keyboard Shortcuts for International Characters

Key	Character	Result
Ctrl + ` + letter	Accent Grave `	à, è, ì, ò, ù, À, É, Ì, Ò, Ù
Ctrl + ' + letter	Apostrophe ´	á, é, í, ó, ú, Á, É, Í, Ó, Ú
Ctrl + Shift + ^ + letter	Caret ^	Â, Ê, Î, Ô, Û
Ctrl + Shift + ~ + letter	Tilde ~	Ã, Ñ, Ò, ã, ñ, õ
Ctrl + Shift + :	Colon :	Ä, È, Ì, Ö, Ü, Ý, ä, è, ì, ö, ü
Ctrl + Shift + @ + a or A	At symbol @	Å, å
Ctrl + Shift + &, a or A	Ampersand &	Æ, æ
Ctrl + Shift + &, o or O	Ampersand &	Œ, œ
Ctrl + ,, c or C	Comma ,	Ç, ç
Ctrl + ', d or D	Apostrophe ´	Ð, ð
Ctrl + /, o or O	Forward Slash /	Ø, ø
Alt + Ctrl + Shift + ?	Question Mark ?	¿
Alt + Ctrl + Shift + !	Exclamation point !	¡
Ctrl + Shift + &, s	Ampersand &	ß

To locate additional keyboard shortcuts using hexadecimal code and ANSI character codes, use the Insert Symbol menu option and select the (Normal Text) font. Scroll down to the international character set and click on an international character. The hex code and/or ANSI code and any keyboard shortcut will be displayed in the lower portion of the dialog box.

Other Keyboard Shortcuts		
Ctrl ~	Display Formulas	Display all formulas on the worksheet
Ctrl + Esc	Launch Start menu	Opens the Start menu on the Taskbar
Ctrl + 1	Format Cell	Open the Format Cell dialog box
Ctrl + spacebar	Select Column	Select an entire column on a worksheet
Shift + spacebar	Select Row	Select an entire row on a worksheet
Ctrl + PgDn	Next worksheet	Activate the next worksheet in a workbook
Ctrl + PgUp	Previous worksheet	Activate the previous worksheet in a workbook
Ctrl + A	Select All	Select all cells on an active worksheet
Ctrl + B	Bold	Apply bold format to selected cell contents
Ctrl + C	Cut	Edit Cut command
Ctrl + F	Find	Open the Find dialog box
Ctrl + G	Goto	Open the Goto dialog box
Ctrl + H	Replace	Open the Replace dialog box
Ctrl + I	Italics	Apply italics to the selected cell contents
Ctrl + L	Create List	Create a list from selected cells
Ctrl + N	New workbook	Insert new workbook command
Ctrl + O	Open workbook	File Open command
Ctrl + P	Print	File Print command
Ctrl + S	Save	Save command
Ctrl + U	Underline	Underline contents of selected cell
Ctrl + V	Paste	Edit paste command
Ctrl + X	Cut	Edit cut command
Ctrl + Y	Redo	Redo last undo
Ctrl + Z	Undo	Undo command