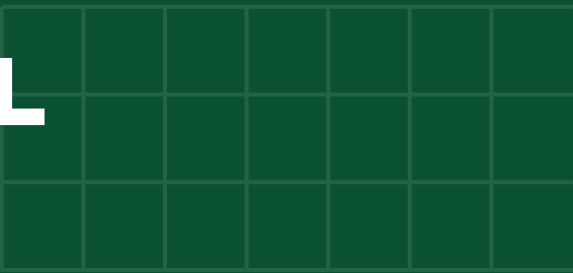


MICROSOFT EXCEL

KEYBOARD SHORTCUTS



Cheat Sheet

NAVIGATION

Ctrl	+	Arrow		Jump to the edge of the current data region
Ctrl	+	Home		Go to cell A1
Ctrl	+	End		Go to the last used cell
Ctrl	+	PgUp / PgDn		Move between worksheet tabs
Ctrl	+	F		Find
Ctrl	+	G		Go To a specific cell or range

SELECTING

Ctrl	+	Shift	+	Arrow		Select to the edge of the data
Ctrl	+	A				Select the whole table / sheet
Shift	+	Space				Select the entire row
Ctrl	+	Space				Select the entire column
Ctrl	+	Shift	+	End		Select to the last used cell

EDITING & ENTRY

F2		Edit the active cell
Alt	+ Enter	Start a new line inside the same cell
Ctrl	+ Enter	Fill all selected cells with the entry
Ctrl	+ D	Fill down from the cell above
Ctrl	+ R	Fill right from the cell to the left
Ctrl	+ ;	Insert today's date
Ctrl	+ Shift + ;	Insert the current time

FORMULAS & CALCULATION

Alt	+	=		AutoSum
F4				Toggle absolute / relative cell reference
Ctrl	+	`		Show or hide all formulas
F9				Recalculate all workbooks

FORMATTING

Ctrl	+	1		Open the Format Cells dialog		
Ctrl	+	B / I / U		Bold / Italic / Underline		
Ctrl	+	Shift	+	\$		Apply currency format
Ctrl	+	Shift	+	%		Apply percentage format
Ctrl	+	Shift	+	L		Toggle filters on a table
Ctrl	+	T		Create a table from the selection		

WORKBOOK

Ctrl	+	C / X / V		Copy / Cut / Paste
Ctrl	+	Z / Y		Undo / Redo
Ctrl	+	S		Save
Ctrl	+	P		Print
Shift	+	F11		Insert a new worksheet