

Worksheet Navigation * With Scroll Lock on	1.	Arrow keys	Moves left, right, up, or down one cell
	2.	Home	Moves to the beginning of the row
	3.	Home*	Moves to the upper-left cell displayed in the window
	4.	End*	Moves to the lower-left cell displayed in the window
	5.	Arrow keys*	Scrolls left, right, up, or down one cell
	6.	PgUp	Moves up one screen
	7.	PgDn	Moves down one screen
	8.	CTRL+PgUp	Moves to the previous sheet
	9.	CTRL+PgDn	Moves to the next sheet
	10.	Alt+PgUp	Moves one screen to the left
	11.	Alt+PgDn	Moves one screen to the right
	12.	CTRL+Home	Moves to the first cell in the worksheet (A1)
	13.	CTRL+End	Moves to the last active cell of the worksheet
	14.	CTRL+arrow key	Moves to the edge of a data block; if the cell is blank, moves to the first nonblank cell
	15.	CTRL+Backspace	Scrolls to display the active cell
	16.	End, Home	Moves to the last nonempty cell on the worksheet
	17.	F5	Prompts for a cell address to go to
	18.	F6	Moves to the next pane of a window that has been split
	19.	SHIFT+F6	Moves to the previous pane of a window that has been split
	20.	CTRL+Tab	Moves to the next window
	21.	CTRL+SHIFT+Tab	Moves to the previous window
Selections	22.	SHIFT+F8	Adds other nonadjacent cells or ranges to the selection; pressing SHIFT+F8 again ends Add mode
	23.	SHIFT+arrow key	Expands the selection in the direction indicated
	24.	SHIFT+Home	Expands the selection to the beginning of the current row
	25.	F8	Extends the selection as you use navigation keys. Press F8 again to return to normal selection mode.
	26.	F5	Prompts for a range or range name to select
	27.	CTRL+G	Prompts for a range or range name to select
	28.	SHIFT+Backspace	Selects the active cell in a range selection
	29.	CTRL+*	Selects the block of data surrounding the active cell; Selects the entire Pivot Table
	30.	CTRL+spacebar	Selects the entire column(s) in the selected range
	31.	SHIFT+spacebar	Selects the entire row(s) in the selected range
	32.	CTRL+SHIFT+ spacebar	Selects the entire worksheet
	33.	CTRL+A	Selects the entire worksheet
	34.	CTRL+SHIFT arrow keys	Selects to the end of the data range
	35.	ALT+;	Selects visible cells
	Getting Around	36.	Enter
37.		SHIFT+Enter	Moves the cell pointer up to the preceding cell in the selection
38.		Tab	Moves the cell pointer right to the next cell in the selection
39.		SHIFT+Tab	Moves the cell pointer left to the preceding cell in the selection
40.		CTRL+period (.)	Moves the cell pointer to the next corner of the current cell range
41.	SHIFT+Backspace	Collapses the cell selection to just the active cell	
Formula Bar Editing	42.	F2	Begins editing the active cell
	43.	F3	Pastes a name into a formula
	44.	Arrow keys	Moves the cursor one character in the direction of the arrow
	45.	Home	Moves the cursor to the beginning of the line
	46.	Esc	Cancels the editing
	47.	End	Moves the cursor to the end of the line
	48.	CTRL+right arrow	Moves the cursor one word to the right
	49.	CTRL+left arrow	Moves the cursor one word to the left
	50.	Del	Deletes the character to the right of the cursor
	51.	CTRL+Del	Deletes all characters from the cursor to the end of the line
	52.	Backspace	Deletes the character to the left of the cursor
	Formatting Keys	53.	CTRL+1
54.		CTRL+B	Sets or removes boldface
55.		CTRL+I	Sets or removes italic
56.		CTRL+U	Sets or removes underlining
57.		CTRL+5	Sets or removes strikethrough
58.		CTRL+SHIFT+^	Applies the Exponential number format with two decimal places
59.		CTRL+SHIFT+~	Applies the general number format
60.		CTRL+SHIFT+!	Applies the comma format with two decimal places
61.		CTRL+SHIFT+#	Applies the date format (day, month, year)
62.		CTRL+SHIFT+@	Applies the time format (hour, minute, a.m./p.m.)
63.		CTRL+SHIFT+\$	Applies the currency format with two decimal places
64.		CTRL+SHIFT+%	Applies the percent format with no decimal places
65.		CTRL+SHIFT+&	Applies border to outline
66.		CTRL+SHIFT+_	Removes all borders
67.		Alt+*	Equivalent to Format (Style)
Other Shortcut Keys	68.	CTRL+'	Toggles from viewing the Value or Formula in a cell
	69.	CTRL+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar
	70.	CTRL+''	Copies the value from the cell above the active cell into the cell or the Formula Bar
	71.	CTRL++	Displays the Insert dialog box to insert blank cells
	72.	CTRL+-	Displays the Delete dialog box to delete the selected cells.
	73.	Alt+=	Inserts the AutoSum formula
	74.	Alt+Backspace	Equivalent to Edit (Undo)
	75.	Alt+Enter	Starts a new line in the current cell
	76.	CTRL+;	Enters the current date
	77.	CTRL+:	Enters the current time
	78.	CTRL+0 (zero)	Hides columns

Other Shortcut Keys (Continued...)	79.	CTRL+1	Displays the Format Cells dialog box
	80.	CTRL+2	Applies or removes bold formatting.
	81.	CTRL+3	Applies or removes italic formatting.
	82.	CTRL+4	Applies or removes underlining.
	83.	CTRL+5	Applies or removes strikethrough.
	84.	CTRL+6	Cycles among various ways of displaying objects
	85.	CTRL+7	Toggles the display of the standard toolbar
	86.	CTRL+8	Toggles the display of outline symbols
	87.	CTRL+9	Hides rows
	88.	CTRL+A	After typing a function name in a formula, displays the Formula Palette
	89.	CTRL+C	Equivalent to Edit⇨Copy
	90.	CTRL+D	Equivalent to Edit⇨Fill Down
91.	CTRL+F	Equivalent to Edit⇨Find	
92.	CTRL+H	Equivalent to Edit⇨Replace	
93.	CTRL+Insert	Equivalent to Edit⇨Copy	
94.	CTRL+K	Equivalent to Insert⇨Hyperlink	
95.	CTRL+L	Equivalent to Data⇨Create List	
96.	CTRL+N	Equivalent to File⇨New	
97.	CTRL+O	Equivalent to File⇨Open	
98.	CTRL+P	Equivalent to File⇨Print	
99.	CTRL+R	Equivalent to Edit⇨Fill Right	
100.	CTRL+S	Equivalent to File⇨Save	
101.	CTRL+SHIFT+(Unhides rows	
102.	CTRL+SHIFT+)	Unhides columns	
103.	CTRL+SHIFT+=	Enters the current time	
104.	CTRL+SHIFT+A	After typing a valid function name in a formula, inserts the 'working model' for the function	
105.	CTRL+V	Equivalent to Edit⇨Paste	
106.	CTRL+W	Equivalent to File⇨Close	
107.	CTRL+X	Equivalent to Edit⇨Cut	
108.	CTRL+Y	Repeats the last command or action	
109.	CTRL+Z	Equivalent to Edit⇨Undo	
110.	Delete	Equivalent to Edit⇨Clear⇨Contents	
111.	SHIFT+Insert	Equivalent to Edit⇨Paste	
112.	CTRL+ALT+V	Equivalent to Paste Special ⇨ Values	
Function Keys	113.	F1	Displays Help or the Office Assistant
	114.	SHIFT+F1	Displays the What's This cursor
	115.	Alt+F1	Inserts a chart sheet
	116.	Alt+SHIFT+F1	Inserts a new worksheet
	117.	F2	Edits the active cell
	118.	SHIFT+F2	Edits a cell comment
	119.	Alt+F2	Issues Save As command
	120.	Alt+SHIFT+F2	Issues Save command
	121.	F3	Pastes a name into a formula
	122.	SHIFT+F3	Pastes a function into a formula
	123.	CTRL+F3	Defines a name
	124.	CTRL+SHIFT+F3	Displays the Creates Names dialog box, to create names using row and column labels
	125.	F4	Repeats the last action/ Adds absolute reference to a formula
	126.	SHIFT+F4	Repeats the last Find (Find Next)
	127.	CTRL+F4	Closes the window
	128.	Alt+F4	Exits the program
	129.	F5	Displays the Go To dialog box
	130.	SHIFT+F5	Displays the Find dialog box
	131.	CTRL+F5	Restores the window size
	132.	F6	Moves to the next pane
	133.	SHIFT+F6	Moves to the previous pane
	134.	CTRL+F6	Moves to the next window
	135.	CTRL+SHIFT+F6	Moves to the previous workbook window
	136.	F7	Issues Spelling command
137.	CTRL+F7	Moves the window	
138.	F8	Extends a selection (toggle)	
139.	SHIFT+F8	Adds to the selection (toggle)	
140.	CTRL+F8	Resizes the window	
141.	Alt+F8	Displays the Macro dialog box	
142.	F9	Calculates all sheets in all open workbooks	
143.	SHIFT+F9	Calculates the active worksheet	
144.	CTRL+Alt+F9	Global calculation	
145.	CTRL+F9	Minimizes the workbook	
146.	F10	Makes the menu bar active	
147.	SHIFT+F10	Displays a shortcut menu	
148.	CTRL+F10	Maximizes or restores the workbook window	
149.	F11	Creates a chart	
150.	SHIFT+F11	Inserts a new worksheet	
151.	CTRL+F11	Inserts an Excel 4.0 macro sheet	
152.	Alt+F11	Displays Visual Basic Editor	
153.	F12	Issues Save As command	
154.	SHIFT+F12	Issues Save command	
155.	CTRL+F12	Issues Open command	
156.	CTRL+SHIFT+F12	Issues Print command	