

PC keyboard shortcut cheat sheet

<compact tables, fill single page, concise explanation max 5 words, PC/US only, print-ready, Ordered alphabetically ascending, discard the "obvious" ones, organize by user activity, Print ready>

Navigate & select rows

| | |
|---------------------------|--------------------------------------|
| Ctrl + A | Select all |
| Home / End | Go to first / last field |
| Ctrl + Home / End | Go to first / last row |
| Ctrl + Up / Down | Navigate without losing selection |
| Ctrl + Space | Toggle row selection |
| Shift + Up / Down | Extend selection |
| Shift + Ctrl + Home / End | Extend selection to first / last row |
| Ctrl + Enter | Focus out of the list |

Search, Filter and Sort

| | |
|-------------------------|-----------------------|
| F3 | Toggle search |
| Shift + F3 | Toggle filter pane |
| Ctrl + Shift + F3 | Toggle totals filters |
| Alt + F3 | Filter to cell value |
| Alt + Shift + F3 | Add field to filter |
| Ctrl + Alt + Shift + F3 | Reset filters |

Enter data

| | |
|----|--------------------------|
| F8 | Copy from the cell above |
| | |
| | |

Report preview

| | |
|--|--|
| | |
| | |
| | |