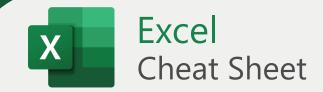




Frequently Used		Ribbon		Navigation		
	Key	Function to	Key	Function to	Key	Function to
	F1	Open Help	alt + H	Open Home tab	page up	Up one Screen
	F3	Find Item	alt + F	Open File menu	page down	Down one Screen
	F7	Spell check	alt + Q	Move to Tell me or Search	ctrl + ←	Move to left edge of range
	esc	Close Window or Menu	alt + N	Open Insert tab	ctrl + →	Move to right edge of range
	ctrl + O	Open Workbook	alt + M	Open Formulas tab	ctrl + 1	Move to top edge of range
	ctrl + N	New File	alt + P	Open Layout tab	ctrl + 1	Move to bottom edge of range
	ctrl + S	Save	ctrl + A	Open Data tab	ctrl + home	To Cell A1
	F12	Save as	alt + R	Open Review tab	ctrl + end	To last Cell
	ctrl + Z	Undo previous action	alt + W	Open View tab	home	Beginning of Row
	ctrl + Y	Redo action	ctrl + F1	Expand/Collapse ribbon	end	Turn End Mode on
	ctrl + C	Сору	shift + F10	Open Context menu	F5	Open Go To Box
	ctrl + V	Paste	shift + F7	Open the Thesaurus	ctrl + F	Open Navigation pane
	ctrl + P	Print			F2	Edit Cell
	ctrl + F	Find				
	ctrl + H	Find and Replace				
	Insert			Selecting		
	Kev	Function to		Kev	Function to	

Key	Function to	Key	Functio	n to
ctrl + shift + +	Insert Row/Column	ctrl + A		Select All
ctrl + -	Delete Row/Column	ctrl + space		Select Column
shift + F3	Insert Function	shift + space		Select Row
shift + F2	Insert Comment	alt + W	F C	Freeze first Column
ctrl + ;	Insert Current Date	alt + W	FR	Freeze first Row
ctrl + :	Insert Current Time	alt + W	FF	Freeze selected Rows & Columns
ctrl + K	Insert Hyperlink	ctrl + 9		Hide selected Row
ctrl + T	Create Table	ctrl + 0		Hide selected Column
ctrl + Q	Display Quick Analysis options			



## Formatting

Key	Function to
ctrl + shift + F	Open Format Cells Dialog

Display the Font Dialog box ctrl shift Ρ

ctrl shift Apply General format

ctrl Apply Time format shift @

ctrl shift # Apply Date format

ctrl shift \$ Apply Currency format

Apply Number format ctrl shift

ctrl shift % Apply Percentage format

ctrl shift Add Border 7

Remove Border ctrl + shift

shift Apply Data Filter L

# Workbook & Worksheet

#### Key Function to

alt shift | F1 Insert Sheet **Delete Sheet** 

alt

page up/down Swap Sheet

alt tab Next workbook

shift F9 Calculate active Worksheet

F9 Calculate all Worksheets

ctrl + page up Move to previous Worksheet

page down Move to next Worksheet

+ F5 ctrl Refresh Data in current Worksheet

ctrl + alt Refresh all Data in current Workbook

+ shift G Display Workbook Statistics dialog

Close Workbook

### Formulas & Others

Key

#### Function to

alt + = Auto-sum

F4 Repeats last Action

ctrl + alt Enter Array formula enter

shift **Enter Function arguments** ctrl Α

ctrl Display formulas

ctrl Select cells formula is based on

alt Open VBA Editor

alt Open Macro dialog

ctrl Open Arguments dialog

ctrl Use Flash fill

alt Create Chart of selected range

alt Show Auto-complete list

#### **Power Pivot**

+ W

ctrl

#### Key Function to

shift + F10 Open Context menu

Α Select entire Table

ctrl C Copy selected Table

ctrl D Delete Table

ctrl М Move Table

ctrl R Rename Table

alt 1 Open AutoFilter dialog