

Keyboard Shortcut	Description
Shift+Arrow Keys "↑↓←→"	To move right, left, up and down and select adjacent cells
Ctrl+Arrow Keys "↑↓←→"	To jump to the end of where the data may lie
Ctrl+Home	Jumps to cell A1
Ctrl+End	Jumps to the last cell just outside of where the data ends
Ctrl+Page Up/Page Down	To switch between worksheets within an Excel file
Ctrl+Shift+Arrow Keys "↑↓←→"	To select all adjacent cells / data to the end
Ctrl+Tab	To toggle between different Excel files
Alt+Tab	To toggle between programs open on the computer
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+X	Cut
Ctrl+R	To copy right data or formulae
Ctrl+D	To copy down data or formulae
Ctrl+Z	Undo an action
Ctrl+Y	Redo an action
Ctrl+F	Find specific data
Ctrl+H	Find and replace specific data
F1	Brings up the help menu
F2	Edit a formula
F3	Paste a cell name
F4	To make cell references absolute/relative
F5	Brings up "Go To"
Ctrl+F1	Hide toolbars/view toolbars
Ctrl+F2	Print preview
Shift+F3	After typing in the formula with "=", this will open the Function Arguments dialog box
Ctrl+A	After typing in the formula without "=", this will open the Function Arguments dialog box
Ctrl+F3	Opens the Name Manager
Shift+Ctrl+F3	Create names from adjacent cells
Ctrl+Alt+V	Paste special
Ctrl+Spacebar	Selects an entire column

Shift+Spacebar	Selects an entire row
Ctrl++	Inserts rows/columns/cells
Ctrl+-	Deletes rows/columns/cells
Alt+=	AutoSum function
Ctrl+1	Opens the 'Format Cells' dialog box
Shift+F10	Opens the right-click menu
Shift+F2	Insert a comment
Esc (Escape)	To abort, cancel, or close an operation

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