SHORTCUTS

Common Shortcuts

PC-Shortcuts	Action
Navigation	
[Ctrl] ▼	Move to the bottom of the data regionOther arrow keys - move to the edge ofthe data region
[Ctrl] [Shift] ▼	Move to the bottom of the data region and highlight the range in between Other arrow key to move & highlight in different direction
[Ctrl] A	Select data in current region (or all if nodata region)
[Home]	Move to the first cell in the row
[Ctrl] [Home]	Move to cell A1
[End]	Move the last cell in the row
[Ctrl] [End]	Move to the last cell in the sheet
[Ctrl] [Backspace]	Show active cell
[Tab]	Move one cell to the right
[Shift] [Tab]	Move one cell to the left
[Enter]	Edit mode / move cell down
[F2]	Edit cell content
[Ctrl] [Shift] [Page ▼]	Move to the next worksheet
[Ctrl] [Shift] [Page ▲]	Move to the previous worksheet
[Alt] [Shift] K	Display a list of sheet (tab) names
[Ctrl] O	Open a file dialog box
[Ctrl] W	Close a file

Action	
[F4]	Toggle cell referencing to absolute &relative during formula writing
[Ctrl] [Enter]	Fill the values / formulas in the range
[Ctrl] D	Fill value / formulas down
[Ctrl] R	Fill to the right
[Ctrl] [Shift] V	Paste as values
[Shift] [Space]	Select the row
[Ctrl] [Space]	Select the column
[Ctrl] [Alt] [+]	Insert a new cell/row/column
[Ctrl] [Alt] [-]	Delete a new cell/row/column
[Shift] [F11]	Insert a new worksheet
[Ctrl] ;	Insert current date
[Ctrl] [Shift] ;	Insert current time
[Ctrl] [Alt] [Shift] ;	Insert current date and time
[Ctrl] [Alt] 9	Hide row
[Ctrl] [Shift] 9	Unhide row
[Ctrl] [Alt] 0	Hide column
[Ctrl] [Shift] 0	Unhide column
[Alt] [Shift] ▶	Group columns
[Alt] [Shift] ◀	Ungroup columns
[Alt] [Shift] ▼	Open grouped columns
[Alt] [Shift] ▲	Collapse grouped columns
[F1]	When writing formula expand or collapsethe formula help dialog box
[F9]	When writing a formula show and hide theresult preview
[Ctrl] ▼ (or ▲)	Resize Formula Bar (when inside the bar)
[Ctrl] H	Find and replace
[Ctrl] P	Print preview

PC-Shortcuts	Action
[Ctrl] B	**Bold**
[Ctrl] I	*Italic*
[Ctrl] U	Underline
[Ctrl] [Enter]	Inside the formula bar to create a new paragraph
[F4]	Repeat last edit
[Ctrl] [Shift] L	Left align
[Ctrl] [Shift] R	Right align
[Ctrl] [Shift] E	Centre align
[Ctrl] [Shift] 1	Number format: Number with thousandseparator & 2 decimal places
[Ctrl] [Shift] 2	Number format: Time
[Ctrl] [Shift] 3	Number format: Date
[Ctrl] [Shift] 4	Number format: Currency
[Ctrl] [Shift] 5	Number format: Percentage
[Alt] [Shift] 3	Apply bottom border