

F1 Key Help
F2 Key Edit current Cell
F5 Key Goto
F7 Key Spell Check
F12 Key Save file as
CTRL and A Select entire worksheet.
CTRL and B Toggle Bold Text.
CTRL and C Copies the item or items selected to the Clipboard and can be pasted using CTRL and V.
CTRL and F Displays the Find dialog box.
CTRL and H Displays the Replace dialog box.
CTRL and I Toggles Italic Text.
CTRL and N New File.
CTRL and O Open File.
CTRL and P Print.
CTRL and S Save File.
CTRL and U Toggles Underlined Text.
CTRL and V Paste the contents of the clipboard.
CTRL and X Cut the selected item.
CTRL and Y Redo the last undone action
CTRL and Z Undoes the last action.
CTRL and 1 Displays Format Cells Dialogue Box
CTRL and 5 Toggles Strikethrough Text

Keyboard Shortcuts Result in Excel 2000 - Formulas

ALT and = Autosum
ALT and F8 Macros
CTRL and ; Insert Current Date
CTRL and : Insert Current Time

Keyboard Shortcuts Result in Excel 2000 - Movement

Left Arrow One Cell Left (also SHIFT and TAB)
Right Arrow One Cell Right (also TAB)
Up Arrow One Cell Up
Down Arrow One Cell Down
Home Go to End of row
CTRL and left Arrow Go to End of Column
CTRL and Home Go to Top of Worksheet (A1)
CTRL and End Go to End of Worksheet
CTRL and PAGE-DOWN Go to Next Worksheet

Keyboard Shortcuts Result in Excel 2000 - Cell Selection

CTRL and Spacebar Select the entire Column
SHIFT and Spacebar Select the entire Row
CTRL and A Select Entire Worksheet

SHIFT and Left Cursor Select all cells to the left of the active one
SHIFT and Right Cursor Select all cells to the right of the active one