Excel Shortcuts Keys.

1. To highlight a column,Press Ctrl and space bar keys.
2. To highlight a row, Press shift and Space bar keys
3. Press Alt and AVV keys for Data Validation.
4. To delete a column, highlight column and press Ctrl and - (minus) keys.
5. To delete a row, highlight row and press Ctrl and -(minus) keys.
6. To insert a column to the left, highlight a column first then press Ctrl Shift +(plus) keys to insert.
7. To insert a row up, highlight a row,then press Ctrl shift + to insert a row up.