

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