Basic Navigation:

- **Arrow Keys:** Move one cell up, down, left, or right.
- **Ctrl + Arrow Keys:** Jump to the edge of data regions.
- **Home:** Move to the beginning of the row.

Selection:

- **Shift + Arrow Keys:** Extend selection by one cell.
- **Ctrl + Shift + Arrow Keys:** Extend selection to the last non-empty cell.

Editing:

- **F2:** Edit the selected cell.
- **Ctrl + C:** Copy selected cells.
- **Ctrl + V:** Paste copied cells.
- **Ctrl + Z:** Undo the last action.

Formatting:

- **Ctrl + B:** Bold selected text.
- **Ctrl + I:** Italicize selected text.
- **Ctrl + U:** Underline selected text.

Formulas:

- **Alt + =:** AutoSum.
- **F4:** Repeat last action or toggle absolute/relative references in formulas.

Saving:

- **Ctrl + S:** Save the workbook.
- **Ctrl + P:** Print the workbook.

1. Statistical Functions:

- **AVERAGE(range):** Calculates the average of a range.
- **MEDIAN(range):** Finds the median value in a range.
- **MODE(range):** Returns the most frequently occurring value.
- **COUNT(range):** Counts the number of cells that contain numbers.
- **COUNTA(range):** Counts the number of non-empty cells.
- **COUNTIF(range, criteria):** Counts cells that meet specific criteria.
- **SUM(range):** Adds up a range of numbers.
- **SUMIF(range, criteria, sum_range):** Sums values that meet criteria.
- **STDEV.S(range):** Estimates standard deviation based on a sample.
- **VAR.S(range):** Estimates variance based on a sample.

2. Logical Functions:

- **IF(condition, true_value, false_value):** Returns one value if true, another if false.
- **AND(condition1, condition2, ...):** Returns TRUE if all conditions are true.
- **OR(condition1, condition2, ...):** Returns TRUE if any condition is true.
- **NOT(condition):** Reverses the value of a logical condition.

3. Lookup Functions:

- **VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup]):** Looks up a value in the first column of a table and returns a value in the same row from a specified column.
- **HLOOKUP(lookup_value, table_array, row_index_num, [range_lookup]):** Looks up a value in the first row of a table.
- **INDEX(array, row_num, [column_num]):** Returns the value of a cell in a specified row and column.
- **MATCH(lookup_value, lookup_array, [match_type]):** Returns the relative position of an item in an array.

4. Text Functions:

- **CONCATENATE(text1, text2, ...):** Joins two or more text strings together. (Use TEXTJOIN or & for newer versions.)
- **LEFT(text, num_chars):** Returns the leftmost characters from a text string.
- **RIGHT(text, num_chars):** Returns the rightmost characters from a text string.
- **MID(text, start_num, num_chars):** Extracts a substring from a text string.
- **LEN(text):** Returns the length of a text string.
- **TRIM(text):** Removes extra spaces from text.
- **UPPER(text):** Converts text to uppercase.
- **LOWER(text):** Converts text to lowercase.
- **PROPER(text):** Capitalizes the first letter of each word.

5. Date and Time Functions:

- **TODAY():** Returns the current date.
- **NOW():** Returns the current date and time.
- **DATE(year, month, day):** Returns a date.
- **DATEDIF(start_date, end_date, unit):** Calculates the difference between two dates.
- **EDATE(start_date, months):** Returns a date a specified number of months before or after a start date.
- **EOMONTH(start_date, months):** Returns the last day of the month a specified number of months before or after a start date.

6. Financial Functions:

- **PMT(rate, nper, pv):** Calculates the payment for a loan based on constant payments and a constant interest rate.
- **NPV(rate, value1, [value2], ...):** Calculates the net present value of an investment based on a discount rate and a series of future payments.

7. Array Functions (Dynamic Arrays in Excel 365):

- **FILTER(array, include, [if_empty]):** Filters a range based on criteria.
- **SORT(array, [sort_index], [sort_order], [by_col]):** Sorts the contents of a range.
- **UNIQUE(array, [by_col], [exactly_once]):** Returns a list of unique values from a range.

8. Miscellaneous:

- **IFERROR(value, value_if_error):** Returns a value you specify if a formula evaluates to an error; otherwise, it returns the result of the formula.
- **SUMPRODUCT(array1, [array2], ...):** Returns the sum of the products of corresponding ranges or arrays.