

MICROSOFT EXCEL –KEYBOARD SHORTCUTS

CTRL + O	Open File.
CTRL + S	Save File.
F12	Save As
SHIFT, <i>File Menu, Close All</i>	Closes all open files.
CTRL + P	Print.
Right Click	Displays Shortcut Menu.
CTRL + F6	Moves forward one window (open Excel file).
CTRL + SHIFT + F6	Moves backward one window (open Excel file).
Window, Click On File Name	Moves to the desired window/open file.
CTRL + Z	Undoes previous action.
F1	Help.
Shift + F1	Help Pointer - Click on the menu item, tool or area on which you require help.
HOME	Moves to the beginning of the row.
END, ENTER	Moves to the last edited cell in the row.
CTRL + HOME	Beginning of the document.
CTRL + END	End of the document.
Click, SHIFT, Click, Release SHIFT Key	Selects from one point to another point.
Select, CTRL + Select	Selects Non-Adjacent selection.
F2	Edit cell contents (Press F2, then use arrow keys, etc. to move cursor within the cell, then change data as required. To replace the contents of a cell, just click on the cell, then type the new data.)
DELETE	Deletes the contents of a cell or range of cells.
CTRL + ENTER	Accepts changes to a cell and makes that cell the active cell (i.e. does not move to another cell, as pressing Enter does).
CTRL + F	Find.
CTRL + G	Go To.
CTRL + C	Copy.
CTRL + X	Cut.
CTRL + V	Paste.
CTRL + B	Bold.
CTRL + I	Italics.
CTRL + U	Underline.
ALT + ENTER	<ul style="list-style-type: none"> • When cell selected - repeats previous format. • When editing cell (i.e. typing text) - starts a new line (i.e. equivalent to 'wrap text' alignment format).
=	Starts a formula.
ALT + =	SUM Function.
CTRL + SHIFT + ;	Inserts the current date.
CTRL + ;	Inserts the current time.
CTRL + SHIFT + '	Inserts the value from the above cell.
CTRL + '	Inserts the formula from the above cell.
CTRL + R	Inserts the formula from the cell to the left.
ALT + DOWN ARROW	Displays AutoComplete list ('Select From List')
CTRL + ` (i.e. key to the left of 1)	Toggles between displaying formulas and results in the worksheet.
F4	Toggles between Absolute and Relative cell references.
F9 (Within Formula Bar)	Changes formula to its calculated value.
,	To type a text entry start with apostrophe - '. E.g. when you enter 1/5 this will return 1-May - type '1/5 to display 1/5.