



Navigation inside Workbooks

Page Down/Page Up	Move one screen down / one screen up in a worksheet.
Alt+Page Down/Alt+Page Up	Move one screen to the right / to the left in a worksheet.
Tab/Shift+Tab	Move one cell to the right / to the left in a worksheet.
Ctrl+Arrow Keys	Move to the edge of next data region (cells that contains data)
Home	Move to the beginning of a row in a worksheet.
Ctrl+Home	Move to the beginning of a worksheet.
Ctrl+End	Move to the last cell with content on a worksheet.
Ctrl+f	Display the Find and Replace dialog box (with Find selected).
Ctrl+h	Display the Find and Replace dialog box (with Replace selected).
Ctrl+g (or f5)	Display the 'Go To' dialog box.
Alt+Arrow Down	Display the AutoComplete list e.g. in cell with dropdowns or autofilter.

Making Selections

Shift+Space	Select the entire row.
Ctrl+Space	Select the entire column.
Ctrl+Shift+* (asterisk)	Select the current region around the active cell.
Ctrl+a (or ctrl+Shift+spacebar)	Select the entire worksheet or the data-containing area. Pressing ctrl+a a second time then selects entire worksheet.
Ctrl+Shift+Page Up	Select the current and previous sheet in a workbook.
Ctrl+Shift+o	Select all cells with comments.
Shift+Arrow Keys	Extend the selection by one cell.
Ctrl+Shift+Arrow Key	Extend the selection to the last cell with content in row or column.
Shift+Page Down/Shift+Page Up	Extend the selection down one screen / up one screen.
Shift+Home	Extend the selection to the beginning of the row.
Ctrl+Shift+Home	Extend the selection to the beginning of the worksheet.
Ctrl+Shift+End	Extend the selection to the last used cell on the worksheet (lower-right corner).

Edit inside Cells

F2	Edit the active cell.
Alt+Enter	Start a new line in the same cell.
Esc	Cancel a cell entry.
Ctrl+; (semicolon)	Insert current date.
Ctrl+Shift+: (colon)	Insert current time.

Edit Active or Selected Cells

Ctrl+d	Copy from cell above.
Ctrl+r	Copy from cell to the left
Ctrl+-	Deletes selected Cell/Row/Column
Ctrl+Shift++	Inserts Cell/Row/Column

Number Formats

Ctrl+1	Show Format Cells dialog box
Ctrl+Shift+\$	Apply the Currency format with two decimal places.
Ctrl+Shift+~	Apply the General number format.
Ctrl+Shift+%	Apply the Percentage format with no decimal places.
Ctrl+Shift+#	Apply the Date format with the day, month, and year.
Ctrl+Shift+@	Apply the Time format with the hour and minute, and indicate A.M. or P.M.
Ctrl+Shift+!	Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.

Formulas

Alt+=	Insert the AutoSum formula.
Ctrl+a	Display Formula Window after typing formula name.
Ctrl+Shift+a	Insert Arguments in formula after typing formula name. .
Shift+F3	Insert a function into a formula .
Ctrl+Shift+Enter	Enter a formula as an array formula.
F9	Converts a formula into it's result when the cursor is in the cell.
F4	Toggles \$ sign placement for absolute references when the cursor is in a reference of a formula or function.
Ctrl+`	Toggle Show formula in cell instead of values