

Shortcut	Description
1. GENERAL SHORTCUTS	
CTRL + N	Create New File
CTRL + O	Open File
CTRL + S	Save File
CTRL + P	Print File
CTRL + F	Find
CTRL + H	Find & Replace
CTRL + W	Close Workbook
ALT + F4	Quit Application
SHIFT + F11	Insert Blank Worksheet
F1	Help

Shortcut	Description
2. BASIC NAVIGATION	
CTRL+ARROWS	Move to the Next Nonblank Cell
CTRL+SHIFT+ARROWS	Select from Active Cell to Next Nonblank Cell
HOME	Start of Row
END	Turn on "End Mode" (same as CTRL + ARROWS)
CTRL + HOME	First Cell of Worksheet
CTRL + END	Last Cell of Worksheet
CTRL + PAGEDOWN	Next Worksheet
CTRL + PAGEUP	Previous Worksheet
CTRL + TAB	Next Workbook
CTRL + SHIFT + TAB	Previous Workbook

Shortcut	Description
3. DATA SELECTION	
SHIFT + ARROWS	Expand Selection by One Cell
CTRL + A	Select All (within current data region)
SHIFT + SPACE	Select Entire Row
CTRL + SPACE	Select Entire Column
ESC	Exit Cell Edit Mode Without Saving Changes

Shortcut	Description
4. BASIC FORMATTING	
CTRL + 1	Format Cells
CTRL + B	Bold
CTRL + I	Italics
CTRL + U	Underline
F2	Edit Cell Contents

Shortcut	Description
5. DATA MANIPULATION	
CTRL + Z	Undo Last Action
CTRL + Y	Redo Last Action
CTRL + X	Cut
CTRL + C	Copy
CTRL + V	Paste
CTRL + ALT + V	Paste Special
CTRL + + (plus)	Insert Cell/Row/Column (based on selection)
CTRL + - (minus)	Delete Cell/Row/Column (based on selection)
CTRL + D	Auto-Fill Down (copy top cell to current selection)
CTRL + R	Auto-Fill Right (copy left cell to current selection)

Shortcut	Description
6. ADVANCED FORMATTING	
CTRL + SHIFT + ~	Format Cells as "General"
CTRL + SHIFT + 1	Format Cells as "Number" (with 2 decimals)
CTRL + SHIFT + 2	Format Cells as "Date"
CTRL + SHIFT + 3	Format Cells as "Time"
CTRL + SHIFT + 4	Format Cells as "Currency"
CTRL + SHIFT + 5	Format Cells as "Percent"
CTRL + SHIFT + 6	Format Cells as "Scientific Notation"
ALT + ENTER	Insert Line Break (in cell edit mode)
CTRL+SHIFT+_ (underscore)	Remove All Borders to Current Selection
CTRL+SHIFT+& (ampersand)	Add Outside Borders to Current Selection

Shortcut	Description
7. QUICK VALUE SHORTCUTS	
ALT + = (equal)	AutoSum Adjacent Cells
CTRL + ' (apostrophe)	Copy Above Cell Formula Into Active Cell
CTRL + " (quotes)	Copy Above Cell Value Into Active Cell
CTRL + ; (semicolon)	Insert Today's Date Value Into Active Cell
CTRL + : (colon)	Insert Current Time Value Into Active Cell

Shortcut	Description
8. RANDOM SHORTCUTS	
F4	Repeat Last Action
F4 (in cell edit mode)	Toggle Absolute/Relative Cell References
CTRL + F3	Name Manager
ALT + F11	Open Visual Basic Editor (VBE)
ALT + F8	Open Macro List

