

Keyboard Shortcuts		Navigation	
F2	Edit Cell	Ctrl →	End of right data
F4 (in formula bar)	Absolute sign	Ctrl ↓	End of bottom data
F4	Repeat	Ctrl Shift →	Highlight End of right data
F7	Spell Check	Ctrl Shift ↓	Highlight End of bottom data
F11	Chart	F5	Go to (cell ref)
F12	Save As	Ctrl Home	Top left of data
Ctrl ;	Insert Date	Ctrl End	Bottom right of data
Ctrl :	Insert Time	Working with Worksheets	
Ctrl 9	Hide Row	Shift F11	Insert Worksheet
Ctrl 0	Hide Column	Ctrl drag sheet tab	Copy Worksheet
Ctrl spacebar Shift spacebar	Select entire column Select entire row	Hold Ctrl – Select Tabs	To Group non-adjacent sheets
Alt =	AutoSum	Hold Shift – Select First and Last Tab	To Group adjacent sheets
Shift F3	Insert Function Box	Right click on left scrollbars	See all worksheets in the workbook
Text Functions		Format	
=Proper()	Capitalize the first letter	Ctrl 1	Format Cells Box
		Ctrl 2	Bold
=Substitute(A2,“Cost”, “Price”)	Substitutes text	Ctrl 3	Italic
=Left(A2,4) =Mid(A2,1,4)	Returns the first 4 characters	Ctrl 4	Strikethrough
=Lower() or =Upper()	All Lower or Upper case	Ctrl Shift \$	Currency Format
=Trim()	Removes Extra Spaces in the string of text	Ctrl Shift !	Number Format
Time Saving Tips			
Create a Name Range	Highlight Range and Type name in Name box (no spaces)		
Highlight a block of cells	Click on the first cell – Hold down Shift – Click on the last cell		
Compare contents of cells to see if they match	Start comparison with = then enter first cell address then type = then enter the second cell address (=A1=B1)		