

Ctrl + <b>A</b>	Select all	Ctrl + <b>R</b>	Copy right
Ctrl + <b>B</b>	Bold	Ctrl + <b>S</b>	Save
Ctrl + <b>C</b>	Copy	Ctrl + <b>U</b>	Underline
Ctrl + <b>D</b>	Copy down	Ctrl + <b>V</b>	Paste
Ctrl + <b>E</b>	Go to current errors	Ctrl + <b>W</b>	Close window
Ctrl + <b>F</b>	Find	Ctrl + <b>X</b>	Cut
Ctrl + <b>G</b>	Go to	Ctrl + <b>Y</b>	Repeat
Ctrl + <b>H</b>	Replace	Ctrl + <b>5</b>	Strike-through
Ctrl + <b>I</b>	Italic	Ctrl + <b>9</b>	Hide row
Ctrl + <b>J</b>	Calc Auto/Manual	Ctrl + <b>0</b>	Hide Column
Ctrl + <b>K</b>	Insert hyperlink	Ctrl + <b>~</b>	Formulas/values
Ctrl + <b>N</b>	New workbook	Ctrl + <b>'</b>	Copy cell above
Ctrl + <b>O</b>	Open	Ctrl + <b>`</b>	Show value/formula
Ctrl + <b>P</b>	Print	Ctrl + <b>;</b>	Enter the date

<b>F1</b>	Help menu	<b>F11</b>	Creates chart sheet
<b>F2</b>	Go to cell/go out	<b>F12</b>	Save as
<b>F3</b>	Paste name in function	<b>ALT + F8</b>	MACRO box
<b>F4</b>	Absolute reference rpt.	<b>ALT + F11</b>	Visual basic editor
<b>F5</b>	Go to	<b>SHIFT + F1</b>	Context sensitive help
<b>F6</b>	Next pane (if split)	<b>SHIFT + F11</b>	Insert new sheet
<b>F7</b>	Spell check	<b>SHIFT + F5</b>	Find box
<b>F8</b>	Select anchor	<b>SHIFT + F2</b>	Insert/edit comment
<b>F9</b>	Calculate	<b>SHIFT + F3</b>	Function wizard
<b>F10</b>	Activate menu bar	<b>Ctrl + F3</b>	Define a name

## Selecting Cells:

<b>Ctrl+ SHIFT + *</b>	Select current region around active cell	<b>Ctrl + Spacebar</b>	Select entire row
<b>SHIFT + Arrow</b>	Extend selection by one cell	<b>SHIFT + Backspace</b>	Only select active cell
<b>Ctrl + SHIFT + Arrow</b>	Extend selection to last nonblank cell	<b>SHIFT + Page down</b>	Extend selection down one screen
<b>SHIFT + HOME</b>	Extend selection to start of row	<b>SHIFT + Page up</b>	Extend selection up one screen
<b>Ctrl + SHIFT + HOME</b>	Extend selection to top left	<b>End</b>	Turn End mode on or off
<b>Ctrl + SHIFT + End</b>	Extend selection to last cell used	<b>End or SHIFT + Arrow</b>	Extend selection to the last nonblank cell

## Entering Data:

<b>Alt + Enter</b>	Start a new line in the same cell	<b>Ctrl + Delete</b>	Delete text to the end of the line
<b>SHIFT + F2</b>	Edit a cell comment	<b>Ctrl + Enter</b>	Fill the selected cell range with entry
<b>SHIFT + Enter</b>	Finish entry and move up in a selection	<b>Tab</b>	Finish entry and move right in selection
<b>SHIFT + Tab</b>	Finish entry and move left in selection		

## Formula Bar:

<b>ALT + =</b>	Insert the sum formula	<b>Ctrl + SHIFT + :</b>	Enter the time
<b>Ctrl + SHIFT + "</b>	Copy the value from above cell	<b>Ctrl + SHIFT + A</b>	Insert function arguments

## Formatting:

<b>ALT + '</b>	Display the STYLE	<b>Ctrl + 1</b>	Format Cells
<b>Ctrl + SHIFT + ~</b>	General number format	<b>Ctrl + SHIFT + !</b>	Comma and 2 decimals
<b>Ctrl + SHIFT + #</b>	1-Jan-00 format	<b>Ctrl + SHIFT + %</b>	Percentage format
<b>Ctrl + SHIFT + \$</b>	Dollar format	<b>Ctrl + SHIFT + &amp;</b>	Outline border
<b>Ctrl + SHIFT + _</b>	Remove outline border	<b>Ctrl + SHIFT + @</b>	1/1/1900 0:00 AM format
<b>Ctrl + SHIFT + ^</b>	###E + 02 format	<b>Ctrl + SHIFT + Enter</b>	Enter array formula