

EXCEL KEYBOARD SHORTCUTS

<u>Shortcut Key</u>	<u>Action</u>
Ctrl Home or End	Jump to cell A1 or last populated cell on sheet
END, arrow key	Move by one block of data in row or column
Ctrl + Enter	Fill the selected range with the current entry
Ctrl Shift ~	Apply the default format
Ctrl C	Copy
Ctrl X	Cut
Ctrl V	Paste
Ctrl B, I, U	Bold, italics or underline
Alt Enter	Start a new line within the same cell (text wrap)
Shift + ← →↑↓	Select cells or increase/decrease an existing selection
Ctrl A	Select All
Ctrl * (numpad)	Select a block of adjacent cells (providing you click on an occupied cell first)
Ctrl + (numpad)	Insert an entire row or column (select row/column first)
Ctrl – (numpad)	Delete an entire row or column (select row/column first)
Ctrl Squiggle <small>(key underneath ESC)</small>	Show or hide formulae on a worksheet
Ctrl D	Duplicate (cells above)
Ctrl G	Go to specific cell reference
Shift Click Sheet Tabs	Group consecutive sheets
Ctrl Click Sheet Tabs	Group non consecutive sheets
Ctrl Drag sheet	Duplicate sheet
Ctrl ;	Insert current date
Ctrl Shift ;	Insert current time
Ctrl W	Close Window (same as file close)
F2	Edit the current cell
F3	Paste Name
F4	Insert an absolute cell reference
F11	Create a chart based on the selected range
F12	Save As