Microsoft® EXCEL: useful keyboard shortcuts

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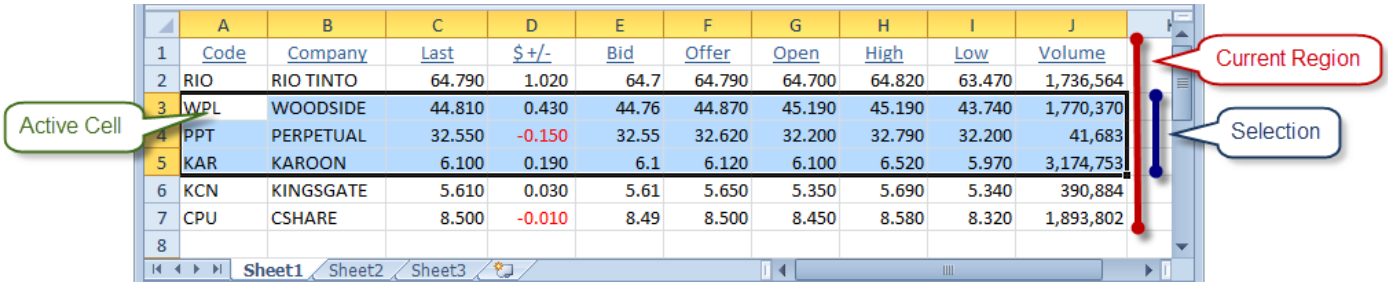

	A	B	C	D	E	F	G	H	I	J
1	Code	Company	Last	$ +/-	Bid	Offer	Open	High	Low	Volume
2	RIO	RIO TINTO	64.790	1.020	64.7	64.790	64.700	64.820	63.470	1,736,564
3	WPL	WOODSIDE	44.810	0.430	44.76	44.870	45.190	45.190	43.740	1,770,370
4	PPT	PERPETUAL	32.550	-0.150	32.55	32.620	32.200	32.790	32.200	41,683
5	KAR	KAROON	6.100	0.190	6.1	6.120	6.100	6.520	5.970	3,174,753
6	KCN	KINGSGATE	5.610	0.030	5.61	5.650	5.350	5.690	5.340	390,884
7	CPU	CSHARE	8.500	-0.010	8.49	8.500	8.450	8.580	8.320	1,893,802
8										

Legend to example in diagram above

Active Cell	Cell A3
Selection	The selected cells, range A3:J5
Current Region	The range A1:J7

Windows shortcuts

CTRL+C	Copy the **Selection**
CTRL+V	Insert the contents of the Clipboard
CTRL+X	Cut the **Selection**
CTRL+A	Select all
CTRL+F	Find

Excel NAVIGATION shortcuts

CTRL+HOME	Select the top left cell, Cell A1
CTRL+END	Select the bottom right cell of the Used Range
Home	Select cell at beginning of row
END+↑→↓←	End mode (switch)
CTRL+↑→↓←	Move to edge of **Current Region**
F5	Opens the GoTo dialog

Excel SELECT, DATA and CELLS shortcuts

CTRL+A	Select the **Current Region**
CTRL+SHIFT+*	Select the **Current Region**, and move **Active Cell** to upper left cell.
CTRL+/	Select the array containing the **Active Cell**
ALT+;	Select the visible cells in the **Selection**
CTRL+S'BAR	Select entire column
SHIFT+S'BAR	Select entire row

Excel SELECTION extend shortcuts

F8+↑→↓←	Extend mode (switch)
SHIFT+↑→↓←	Extend **Selection** by one cell
CTRL+SHIFT+ ↑→↓←	Extend **Selection** to last nonblank cell in same row or column
CTRL+SHIFT+ END	Extend **Selection** to last cell in Used Range

Excel SELECTION, NAVIGATION and VISIBILITY

CTRL+.	Move to next corner of **Selection**
CTRL+9	Hide **Selection** rows
CTRL+SHIFT+(	Unhide hidden rows in **Selection**
CTRL+0	Hide **Selection** columns
CTRL+SHIFT+)	Unhide hidden columns in **Selection**

Excel RECALCULATE

F9	Recalculate all changed formulas in all open workbooks
SHIFT+F9	Recalculate all changed formulas in the active worksheet
CTRL+ALT+F9	Recalculate all formulas is all open workbooks
CTRL+SHIFT+ ALT+F9	Recheck formulas, then recalculate all formulas is all open workbooks

Excel DATA ENTRY shortcuts

= or +	Start a formula
ENTER	Complete entry and select cell below
SHIFT+ENTER	Complete entry and select cell above
TAB	Complete entry and select cell to the right
ESC	Cancel entry or edit mode
ALT+ENTER	Insert line break in cell
CTRL+ENTER	Fill **Selection** with current entry
F2	Edit mode
CTRL+D	Fill Down
CTRL+R	Fill Right
CTRL+SHIFT+ ENTER	Complete an array formula
F3	Paste Name dialog
F4	Ready mode: Repeat the last action Edit mode: cycle through reference combinations
Double click fill handle	Copy entry down

Excel OTHER shortcuts

ALT+T U F	Evaluate formula
ALT+F8	Display Macro dialog
ALT+F11	Display the Visual Basic Editor
CTRL+BkSpace	Scroll to display **Active Cell**
CTRL+ +	Insert row
CTRL+ -	Delete row
CTRL+SHIFT+1	Format number with 2 decimal places
CTRL+SHIFT+4	Format number as local currency
CTRL+PgDown	Select next sheet
CTRL+PgDown	Select previous sheet
Select F9	Debug part of a formula