



1. Legend to example in diagram above

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

2. Windows shortcuts

CTRL+C	Copy the Selection
CTRL+V	Insert the contents of the Clipboard
CTRL+X	Cut the Selection
CTRL+F	Find and Replace
CTRL+A	Select the Current Region

3. 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

4. Excel SELECT, DATA and CELLS shortcuts

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

5. Excel SELECTION extend shortcuts

SHIFT+ END ↑→↓←	Extend mode (END switch) to last nonblank cell in same row or col'm
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

6. Excel SELECTION, NAVIGATION and VISIBILITY

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

7. 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 in all open workbooks

8. Excel DATA ENTRY shortcuts

=	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 [CSE]
F3	Display the Paste Name dialog
F4	Ready mode: Repeat the last action Edit mode: cycle through reference combinations
Double click fill handle	Copy entry down
' (apostrophe)	Force text format

9. Excel OTHER shortcuts

ALT+F8	Display Macro dialog
ALT+F11	Display the Visual Basic Editor
CTRL+BkSpace	Scroll to display Active Cell
CTRL+ +	Insert row (numeric keypad +)
CTRL+ -	Delete row
CTRL+SHIFT+#	Format number as date
CTRL+SHIFT+%	Format number as percent
CTRL+SHIFT+!	Format number with 2 decimals
CTRL+SHIFT+\$	Format number as local currency
CTRL+PgDown	Select next sheet
CTRL+PgUp	Select previous sheet
Select F9	Debug part of a formula