

Excel Keyboard shortcuts - print and hang in the office!

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<u>Working with rows/columns/ranges</u>		<u>Navigation</u>	
Select all	Ctrl + A	Find	Ctrl + F
Select the whole column	Ctrl + Space	Find and replace	Ctrl + H
Select the whole row	Shift + Space	Navigate between sheets	Ctrl + PgUp/PgDn
Select the whole range	Ctrl + Shift + Space	Undo last action	Ctrl + Z
Select until last non-empty cell	Ctrl + Shift + Arrow keys	Redo (reverses ctrl + z)	Ctrl + Y
Go the end of the range	Ctrl + Arrow keys	Takes you to referenced cell	Ctrl + [
Select visible cells only	Alt + Semicolon ;	Takes you back to where you were before	F5, then Enter
Delete cells/rows/columns	Ctrl + minus -		
<u>Data entry</u>		<u>Cell editing</u>	
Today's date	Ctrl + :	Edit the selected cell	F2
Current time	Ctrl + Shift + :	Add a comment	Shift + F2
Copy the cell above	Ctrl + D	Beginning of selected row	HOME
Copy the cell to the left	Ctrl + R	Beginning of selected cell	Ctrl + HOME
Edit cell	F2	End of selected row	END
Absolute/Relative/Mixed Reference	F4	End of selected cell	Ctrl + END
Open the spelling tool	F7	Show function result	F9
		Start a new line	Alt + Enter
<u>Formulas</u>		<u>Other important shortcuts</u>	
Shows all the formulas in the sheet	Ctrl + ~	Apply Filter on current range	Ctrl + Shift + L
Repeats the last action	F4	Insert cells/rows/columns	Ctrl + Shift + =
Enter an array formula	Ctrl + Shift + Enter	Save	Ctrl + S
Define as Data Table	Ctrl + T	Paste Special	Ctrl + Shift + V
Quick sum	Alt + =	Strikethrough	Ctrl + 5