

**Excel Keyboard shortcuts- print and hang in the office**

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<b><u>Working with rows/ columns/ ranges</u></b>		<b><u>Navigation</u></b>	
Select all	<b>Ctrl + A</b>	Search	<b>Ctrl + f</b>
Select the whole column	<b>Ctrl + Space</b>	Find and replace	<b>Ctrl + h</b>
Select the whole row	<b>Shift + Space</b>	Navigate between sheets	<b>Ctrl + PgUp/PgDn</b>
Select the whole range	<b>Ctrl + Shift + Space</b>	Undo last action	<b>Ctrl + z</b>
Select a range- from the selected cell to the end of t	<b>Ctrl + Shift + Arrow keys</b>	Redo (reverses ctrl + z)	<b>Ctrl + y</b>
Go the end of range	<b>Ctrl + Arrow keys</b>	Takes you to referenced cell	<b>Ctrl + [</b>
Select visible cell only	<b>Alt + Semicolon ;</b>	Takes you back to where you were before	<b>F5 , Enter</b>
Delete cells/ rows/ columns	<b>Ctrl + minus -</b>		
<b><u>Data entry</u></b>		<b><u>Cell editing</u></b>	
Today's date	<b>Ctrl + :</b>	Edit the selected cell (instead of double click)	<b>F2</b>
Current time	<b>Ctrl + Shift + :</b>	Add a comment	<b>Shift + F2</b>
Copy the cell above	<b>Ctrl + d</b>	Beginning of selected row	<b>HOME</b>
Copy the cell to the right	<b>Ctrl + r</b>	Beginning of selected cell	<b>Ctrl + HOME</b>
Edit cell- > and absolute referencing	<b>F2 , F4</b>	End of selected row	<b>END</b>
Open the spelling tool	<b>F7</b>	End of selected cell	<b>Ctrl + END</b>
		it	<b>F9</b>
<b><u>Formulas</u></b>		<b><u>Other important shortcuts</u></b>	
Shows all the formulas in the sheet	<b>Ctrl + ~</b>	Filter for the first row	<b>Ctrl + Shift + L</b>
Repeats the last action	<b>F4</b>	Insert cells/ rows/ columns	<b>Ctrl + Shift + =</b>
Enter an array formula	<b>Ctrl + Shift + Enter</b>	Save	<b>Ctrl + S</b>
Define as data table	<b>Ctrl + t</b>	Paste Special	<b>Ctrl + Shift + V</b>
Quick sum	<b>Alt + =</b>	Strikethrough	<b>Ctrl + 5</b>