



Excel Tips & Shortcuts

Navigate cells

Up, down, left, right	↑, ↓, ←, →
Right	Tab
Start of worksheet	Ctrl + Home
End of worksheet	Ctrl + End
Start of row	Home
End of row	End, Enter
Up/down one screen	Page Up/ Down

Select

Range of cells	Shift + move ¹
Column	Ctrl + space
Row	Shift + space
Entire worksheet	Ctrl + A

Work in a range

Select current range	Ctrl + *
Move to range border	Ctrl + ↑, ↓, ←, →
Move up	Enter
Move down	Shift + Enter
Move right	Tab
Move left	Shift + Tab
Jump to corner	Ctrl + . (period)
Enter data/formula in all selected cells	Ctrl + Enter

Standard actions

Save	Ctrl + S
Print	Ctrl + P
New workbook	Ctrl + N
Open	Ctrl + O
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Enter, or Ctrl + V

¹ As described in *Navigate Cells* section

Complete actions quickly

Repeat last action	F4
Today's date	Ctrl + ; (semi-colon)
Line break in cell	Alt + Enter

Format characters

Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U

Navigate workbooks

Go to next workbook	Ctrl + F6
Previous Worksheet	Ctrl + Page Up
Next Worksheet	Ctrl + Page Down

Work with dialog boxes

OK (or highlighted button)	Enter
Cancel	Esc
Move to next option	Tab
Switch focus to worksheet	F6

Copy data from adjoining cells

Fill down	Ctrl + D
Fill right	Ctrl + R
Copy formula from above	Ctrl + '
Copy value from above	Ctrl + "

Custom Number Formats

1. Select cells to be rounded
2. Choose Format ⇒ Cells ⇒ Number tab
3. Select Custom Category
4. In the **Type** box, type a format, e.g.:

Format	Number	Becomes
#,	54,223	54
"XY"000	123	XY123