Reference & Cheat Sheet
Microsoft Excel

Moving Around in Excel

ENTER = Move 1 Row Down
TAB = Move 1 Cell Right
CTRL+A = Select All
CTRL+N = Open a New Blank Workbook
Home = Move to Beginning of Row
CTRL+Home = Move to Beginning of Sheet
F1 = Display Help
F2 = Edit Active Cell
F12 = Save As Window
Shift+F11 = Insert New Sheet
CTRL+O = Open File

Navigating Cells

Key	Description
ALT	Displays the Key Tips (new shortcuts) on the ribbon. *For example,* ALT, W, P switches the worksheet to Page Layout view. ALT, W, L switches the worksheet to Normal view. ALT, W, I switches the worksheet to Page Break Preview view.
Tab key	Moves one cell to the right in a worksheet. Moves between unlocked cells in a protected worksheet. Moves to the next option or option group in a dialog. Shift+Tab moves to the previous cell in a worksheet or the previous option in a dialog. CTRL+Tab switches to the next tab in a dialog, or (if no dialog is open) switches between 2 Excel windows. CTRL+Shift+Tab switches to the previous tab in a dialog, or (if no dialog is open) switches between all Excel windows.
Backspace	Deletes one character to the left in the Formula Bar. Also clears the content of the active cell. In cell editing mode, it deletes the character to the left of the insertion point.
Delete	Removes the cell contents (data and formulas) from selected cells without affecting cell formats, threaded comments or notes. In cell editing mode, it deletes the character to the right of the insertion point.
Esc	Cancels an entry in the cell or Formula Bar. Closes an open menu or submenu, dialog, or message window. It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the ribbon and status bar again.
Home	Moves to the beginning of a row in a worksheet. Moves to the cell in the upper-left corner of the window when Scroll Lock is turned on. Selects the first command on the menu when a menu or submenu is visible. CTRL+Home moves to the beginning of a worksheet. CTRL+Shift+Home extends the selection of cells to the beginning of the worksheet.

Typical Shortcuts

CTRL+X = Cut

CTRL+C = Copy

CTRL+V = Paste

CTRL+Z = Undo

CTRL+Y = Redo

CTRL+B = Bold

CTRL+I = Italicize

CTRL+F = Find

CTRL+S = Save file

CTRL+P = Print

F5F Go To

F9 Recalculate

Excel Cheat Sheet – pg 2

Key	Description
End	End turns End mode on or off. In End mode, you can press an arrow key to move to the next nonblank cell in the same column or row as the active cell. End mode turns off automatically after pressing the arrow key. Make sure to press End again before pressing the next arrow key. End mode is shown in the status bar when it is on. If the cells are blank, pressing End followed by an arrow key moves to the last cell in the row or column. End also selects the last command on the menu when a menu or submenu is visible. CTRL+End moves to the last cell on a worksheet, to the lowest used row of the rightmost used column. If the cursor is in the formula bar, CTRL+End moves the cursor to the end of the text. CTRL+Shift+End extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, CTRL+Shift+End selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar.
Enter	Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default). In a data form, it moves to the first field in the next record. Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command. In a dialog, it performs the action for the default command button in the dialog (the button with the bold outline, often the **OK** button). ALT+Enter starts a new line in the same cell. CTRL +Enter fills the selected cell range with the current entry. Shift+Enter completes a cell entry and selects the cell above.
Page Down	Moves one screen down in a worksheet. ALT+Page Down moves one screen to the right in a worksheet. CTRL +Page Down moves to the next sheet in a workbook. CTRL +Shift+Page Down selects the current and next sheet in a workbook.
Page Up	Moves one screen up in a worksheet. ALT+Page Up moves one screen to the left in a worksheet. CTRL +Page Up moves to the previous sheet in a workbook. CTRL +Shift+Page Up selects the current and previous sheet in a workbook.
Spacebar	In a dialog, performs the action for the selected button, or selects or clears a check box. CTRL+Spacebar selects an entire column in a worksheet. Shift+Spacebar selects an entire row in a worksheet. CTRL+Shift+Spacebar selects the entire worksheet. CTRL+Shift+Spacebar selects the current region. Pressing CTRL+Shift+Spacebar a second time selects the current region and its summary rows. Pressing CTRL+Shift+Spacebar a third time selects the entire worksheet. When an object is selected, CTRL+Shift+Spacebar selects all objects on a worksheet. ALT+Spacebar displays the **Control** menu for the Excel window.
Arrow keys	Move one cell up, down, left, or right in a worksheet. CTRL+Arrow key moves to the edge of the current data region in a worksheet. Shift+Arrow key extends the selection of cells by one cell. CTRL+Shift+Arrow key extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell. Left or Right arrow key selects the tab to the left or right when the ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu. When a ribbon tab is selected, these keys navigate the tab buttons. Down or Up arrow key selects the next or previous command when a menu or submenu is open. When a ribbon tab is selected, these keys navigate up or down the tab group. In a dialog, arrow keys move between options in an open drop-down list, or between options in a group of options. Down or Alt+Down arrow key opens a selected drop-down list.