



# 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 <sup>1</sup>
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

<sup>1</sup> 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

## 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