## Keyboard Shortcuts for Excel Basics

<table>
<thead>
<tr>
<th>Shortcut Key</th>
<th>Action</th>
</tr>
</thead>
</table>
| **Ctrl + Home**  
(Macbook: `ctrl` + `fn` + left arrow) | **Ctrl**  
[Home]  
Goes to cell A1 |
| **Ctrl + End**  
(Macbook: `ctrl` + `fn` + right arrow) | **Ctrl**  
[End]  
Goes to last cell containing data |
| **Home**  
(Macbook: `fn` + left arrow) | **Home**  
Goes to Column A on the row where cursor is |
| **Delete**  
(Macbook: `Backspace`) | **Delete**  
Clears cell contents or deletes selected objects |
| **F2**  
(Macbook: `fn` + `F2`) | **F2**  
Edits a cell |
| **F5**  
(Macbook: `fn` + `F5`) | **F5**  
Go To |
| **Click; Shift + Click** | **Click**  
;  
**Shift**  
**Click**  
Selects a range of cells |
| **Click; Ctrl + Click**  
(Macbook: **Click**; **cmd** + **click**) | **Click**  
;  
**Ctrl**  
**Click**  
Selects non-adjacent cells |
| **Ctrl + ;** | **Ctrl**  
;  
Enters today’s date |
| **Ctrl + Num pad +**  
(Macbook: **Ctrl** + **Shift** + =) | **Ctrl**  
+  
Inserts row(s)/column(s) |
| **Ctrl + Num pad −**  
(Macbook: **Ctrl** + -) | **Ctrl**  
−  
Delete row(s)/column(s) |
| **Ctrl + Any of the directional arrow keys**  
Eg **Ctrl+→**  
(Macbook: **cmd** + arrows) | **Ctrl**  
;  
;  
Finds the next cell containing data (in the direction pressed) |
<table>
<thead>
<tr>
<th><strong>=</strong></th>
<th>+</th>
<th>Lets Excel know you’re typing a formula</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AutoSum button</strong></td>
<td>∑</td>
<td>Enters the = sign and the function SUM() E.G. =SUM(B3:B5)</td>
</tr>
<tr>
<td><strong>Ctrl + A</strong></td>
<td>Ctrl A</td>
<td>Selects all non-blank cells in a range</td>
</tr>
<tr>
<td><strong>F4</strong>&lt;br&gt;Macbook: fn + F4</td>
<td>F4</td>
<td>Makes a cell reference in a formula Absolute (i.e. locks the cell reference in place ($Column $Row, $A$25)</td>
</tr>
<tr>
<td><strong>F11</strong>&lt;br&gt;(no Macbook equivalent)</td>
<td>F11</td>
<td>Creates a default chart on a new sheet from selected data</td>
</tr>
<tr>
<td><strong>Ctrl + Page Down</strong>&lt;br&gt;(Macbook: option + right arrow)</td>
<td>Ctrl Page Down</td>
<td>Moves to the next worksheet</td>
</tr>
<tr>
<td><strong>Ctrl + Page Up</strong>&lt;br&gt;(Macbook: option + right arrow)</td>
<td>Ctrl Page Up</td>
<td>Moves to the previous worksheet</td>
</tr>
</tbody>
</table>