


































# Keyboard Shortcuts for Excel Basics

Shortcut Key	Action	
<b>Ctrl + Home</b> (Macbook: <b>ctrl + fn + left arrow</b> )	Goes to cell A1	
<b>Ctrl + End</b> (Macbook: <b>ctrl + fn + right arrow</b> )	Goes to last cell containing data	
<b>Home</b> (Macbook: <b>fn + left arrow</b> )	Goes to Column A on the row where cursor is	
<b>Delete</b> (Macbook: <b>Backspace</b> )	Clears cell contents or deletes selected objects	
<b>F2</b> (Macbook: <b>fn + F2</b> )	Edits a cell	
<b>F5</b> (Macbook: <b>fn + F5</b> )	Go To	
<b>Click; Shift + Click</b>	Selects a range of cells	
<b>Click; Ctrl + Click</b> (Macbook: <b>Click; cmd + click</b> )	Selects non-adjacent cells	
<b>Ctrl + Spacebar</b>	Selects a column	
<b>Shift + Spacebar</b>	Selects a row	

Shortcut Key	Action	
<b>Ctrl + ; (semi-colon)</b>	Enters today's date	  
<b>Ctrl + Num pad plus</b> (Macbook: <b>Ctrl + Shift + =</b> )	Inserts row(s)/column(s)	  
<b>Ctrl + Num pad minus</b> (Macbook: <b>Ctrl + -</b> )	Delete row(s)/column(s)	  
<b>Ctrl + Any of the directional arrow keys</b> Eg Ctrl+→ (Macbook: cmd +arrows)	Finds the next cell containing data (in the direction pressed)	  
<b>=</b>	Lets Excel know you're typing a formula	 
<b>AutoSum button</b>	Enters the = sign and the function SUM() E.G. =SUM(B3:B5)	
<b>Ctrl + A</b>	Selects all non-blank cells in a range	  
<b>F4</b> Macbook: <b>fn + F4</b> )	Makes a cell reference in a formula <b>Absolute</b> (i.e. locks the cell reference in place (\$Column \$Row, \$A\$25)	
<b>F11</b> (no Macbook equivalent)	Creates a default chart on a new sheet from selected data	
<b>Ctrl + Page Down</b> (Macbook: option + right arrow)	Moves to the next worksheet	  
<b>Ctrl + Page Up</b> (Macbook: option + right arrow)	Moves to the previous worksheet	