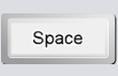


Keyboard Shortcuts for Excel Basics

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

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