

Formulas, Functions and Shortcuts Used



Ctrl + ↑

takes you to the top cell of the current column where data is present



Ctrl + ↓

takes you to the bottom cell of the current column where data is present



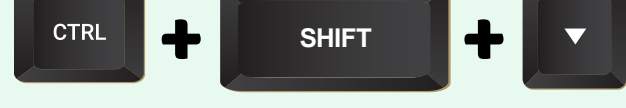
Ctrl + →

takes you to the rightmost cell of the current row where data is present



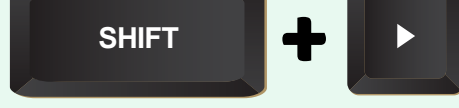
Ctrl + ←

takes you to the leftmost cell of the current row where data is present



Ctrl + Shift + ↓

selects all cells from the current position to the end of the continuous data region in the column



Hold Shift + →

highlight cells or columns to the right of the active cell or range



Ctrl + Space

selects the entire column of the currently active cell



Shift + Space

selects the entire row of the currently active cell



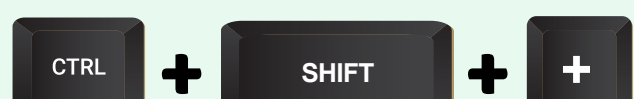
Ctrl + Shift + →

selects an entire row of data to the right of the active cell



Shift + ↓

selects cells from the current active cell down to the last non-empty cell in the column



Ctrl + Shift + +

insert entire rows, columns, or cells



Ctrl + -

deletes entire rows, columns, or cells

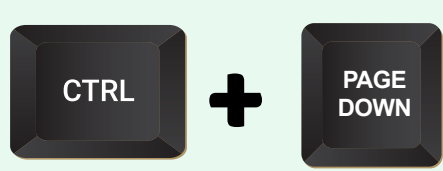


Ctrl + A

selects all the data in the dataset you are working in

Quick tip:

Ctrl + A will select all the cells in a worksheet if you have clicked outside the dataset or just the data in a cell if you are editing values in a cell



Hold Ctrl + PgDn

to move to the next worksheet in a workbook



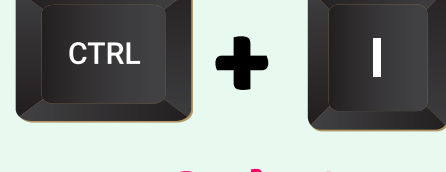
Hold Ctrl + PgUp

to move to the previous worksheet in a workbook



Ctrl + B

to apply bold formatting to the selected text or cells



Ctrl + I

to apply italic formatting to the selected text or cells



Ctrl + U

to apply underlined formatting to the selected text or cells



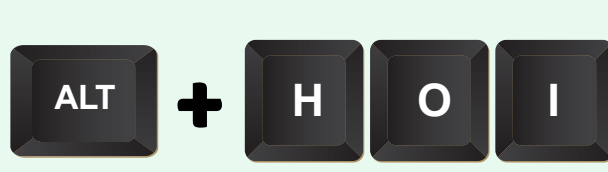
Alt

activates the Ribbon's Key Tips, displaying key shortcuts for each tab



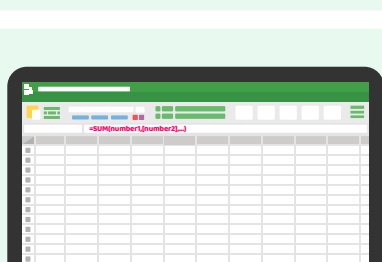
Esc

cancels or closes the current operation or dialogue box



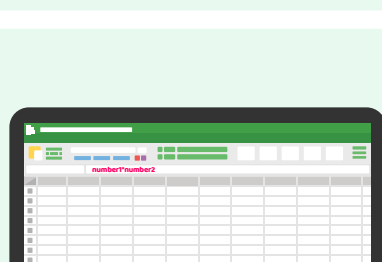
Alt + HOI

activates the "Home" tab on the ribbon, the "Format" tab on the ribbon and selects the Autofit Column Width



=SUM(number1, [number2],...)

adds all the numbers in a range of data



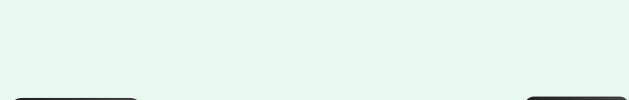
number1*number2

simple multiplication formula



ALT + HFP

activates the "Home" tab, opens the Format Painter to select the cell with the formatting you want to copy



Ctrl + Shift + 4

to apply the Currency format



Ctrl + 1

opens the Format cells dialogue box



Ctrl + T

opens the Create Table dialogue box to quickly convert a range of cells into a formatted table