EXCEL KEYBOARD SHORTCUTS

FILE MANAGEMENT	
[CTRL] [O]	Open File
[CTRL] [S]	Save File
[CTRL] [W]	Close File
[CTRL] [N]	New File
[F12]	Save File As

GENERAL WORKSHEET	
[F2]	Edit active Cell Contents
[F5]	Go to cell reference
[DEL]	Clear the contents of a selection
[CTRL] [+]	Insert Row / Column or Cell
[CTRL] [-]	Delete Row / Column or Cell
[SHIFT] [F11]	New Worksheet
[CTRL] [F1]	Minimise / Restore Ribbons
[CTRL] [TAB]	Switch to other open Workbooks

CHARTING	
[F11]	New Chartsheet from selected data
[ALT] [F1]	New Embedded Chart from selected data

FORMATTING

[CTRL] [B]	Bold
[CTRL] [I]	Italic
[CTRL] [U]	Underline
[CTRL] [SHIFT] [F]	Format Cell Dialog
[CTRL] [SHIFT] [1]	Number Format
[CTRL] [SHIFT] [2]	Time Format
[CTRL] [SHIFT] [3]	Date Format
[CTRL] [SHIFT] [4]	Currency Format
[CTRL] [SHIFT] [5]	Percentage Format
[CTRL] [SHIFT] [6]	Scientific Notation Format

NAVIGATION

[CTRL] and Cursor Keys	Jump to end of current block or beginning of next block
[HOME]	Jump to First cell on current Row
[CTRL] [HOME]	Return to cell A1
[CTRL] [END]	Jump to last cell modified on Worksheet
[CTRL] [PAGE DOWN]	Next Worksheet
[CTRL] [PAGE UP]	Previous Worksheet

FORMULA CONSTRUCTION

[ALT] [=]	Auto Sum
[F4]	Absolute Reference / Mixed Reference

SELECTION

[SHIFT] and Cursor Keys	Select cells in the direction of the cursor key
[CTRL] [SPACE BAR]	Select Current Column
[SHIFT] [SPACE BAR]	Select Current Row
[CTRL] [A] (when on empty cell)	Select ALL cells on Worksheet
[CTRL] [A] (when on some data)	Select Current Region of cells / Second press = All Cells

RANGE NAMING

[CTRL] [ALT] [F3]	Show New Name Dialog (Define Name)
[CTRL] [SHIFT] [F3]	Show Create Names from Selection Dialog
[CTRL] [F3]	Show Name Manager
[F3]	Paste name
[ALT] [F3]	Select Name Box

OUTLINING

[SHIFT] [ALT] [→]	Group selected Rows / Columns
[SHIFT] [ALT] [←]	Ungroup selected Rows / Columns
[CTRL] [8]	Show / Hide Outlining Symbols