

CTRL+X

Cut



CTRL+C

Copy



CTRL+V

Paste



CTRL+ALT+V

Paste Special



CTRL+D

Fill Down



ALT+=

Auto Sum



CTRL+;

Current Date



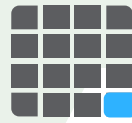
CTRL+SHIFT+:

Current Time



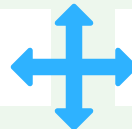
CTRL+HOME

Go to First Cell



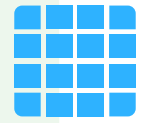
CTRL+END

Go to Last Cell



CTRL+SHIFT+ARROW

Expand Selection



CTRL+A

Select All



CTRL+SHIFT++

Insert Column



CTRL+SHIFT++

Insert Row



CTRL+-

Remove Column



CTRL+-

Remove Row



F2

Edit Cell

\$A\$1, \$A1, A\$1, A1

F4

Toggle References

=SUM(A1:A10)

CTRL+`

Show Formulas



F9

Re-Calculate



CTRL+T

Create Table



ALT+ENTER

Newline in Cell



CTRL+Z

Undo



CTRL+Y

Redo

EXCEL SHORTCUTS

SPREADSHEETS
MADE
EASY