

# EXCEL SHORTCUTS

## Navigation Shortcuts:

- Arrow keys: Move the active cell up, down, left, or right
- Ctrl + arrow keys: Move to the last cell in a row or column with data
- Ctrl + Home: Go to the top left corner of the worksheet
- Ctrl + End: Go to the last cell on the worksheet that contains data
- Ctrl + Page Up/Page Down: Move to the next or previous worksheet in the workbook
- Ctrl + Tab/Shift + Ctrl + Tab: Move to the next or previous workbook
- F5: Go to a specific cell or range of cells

## Editing Shortcuts:

- F2: Edit the active cell
- Ctrl + X/C/V: Cut, copy, or paste selected cells
- Ctrl + Z: Undo the last action
- Ctrl + Y: Redo the last undone action
- Ctrl + D: Copy the content of the cell above the active cell to the current cell
- Ctrl + R: Copy the content of the cell to the left of the active cell to the current cell
- Ctrl + ;: Insert the current date
- Ctrl + Shift + ;: Insert the current time
- F4: Repeat the last action
- Ctrl + Backspace: Delete the contents of the active cell

## Formatting Shortcuts:

- Ctrl + 1: Open the Format Cells dialog box
- Ctrl + B/I/U: Apply bold, italic, or underline formatting to the selected cells
- Ctrl + Shift + \$/%/#: Apply currency, percentage, or date formatting to the selected cells
- Ctrl + Shift + &: Apply borders to the selected cells
- Ctrl + Shift + ~: Apply the general number format
- Ctrl + Shift + !: Apply the comma style format
- Ctrl + Shift + #: Apply the date format

## Formula Shortcuts:

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- F9: Calculate the active worksheet
- Alt + =: AutoSum selected cells
- Ctrl + Shift + Enter: Enter an array formula
- Ctrl + `: Display formulas instead of cell values
- F3: Insert a function into a formula
- Ctrl + Shift + A: Insert the argument names and parentheses for a function
- Ctrl + Shift + ~: Display the formula as entered instead of the calculated result

### Other Shortcuts:

- Ctrl + S: Save the workbook
- Ctrl + O: Open a workbook
- Ctrl + N: Create a new workbook
- Ctrl + F: Find text in the worksheet
- Ctrl + H: Replace text in the worksheet
- Ctrl + P: Print the worksheet
- Ctrl + F1: Show or hide the ribbon
- Ctrl + F6: Switch between open workbooks

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