Navigation

Arrow keys	Move active cell
Ctrl+arrow	Move to end of range
Home	Move to column A
Ctrl+Home	Move to A1
Ctrl+End	Move to end
Ctrl+PgUp/Dn	Next/previous sheet
Alt+PgUp/Dn	Screen left/right
Ctrl+Tab	Switch workbook
Ctrl+]	Select precedent(s)
F5 (Alt+S)	Go To (Special)

Selection

As above but using **Shift** key

Shift+Space	Select row
Ctrl+Space	Select column
Ctrl+A (twice)	Select sheet

Analysis

Alt+A,W,G	Goal Seek
Alt+A,W,T	Data Table

Range names

Ctrl+Shift+F3	Create names
Ctrl+F3	Name manager

Editing

F2	Edit cell
F4	Absolute referencing
Ctrl+R	Fill right
Ctrl+D	Fill down
Ctrl+Enter	Fill selection

Paste special

Ctrl+C	Copy
Ctrl+X	Cut
Ctrl+V	Paste
Ctrl+Alt+V	Paste special
Alt+H,V,V	Paste values

Inserting and deleting

Ctrl+Shift+Plus	Insert (row/column)
Ctrl+Minus	Delete (row/column)
Del	Clear contents
Alt+H,O,W	Change column width
Ctrl+0	Hide columns

Charts

F11	Create chart sheet
Alt+F1	Create chart object

Formatting

Alt+H,B,D	Top+bottom borders
Alt+H,B,N	Remove borders
Alt+H,H, arrow	Fill colour
Alt+H,H,N	Remove fill colour
Ctrl+1	Format cells
Alt+H,E,F	Remove all formats
Ctrl+Shift+1	Comma, two decimals
Alt+H,9	Decrease 1 decimal
Alt+H,0	Increase 1 decimal
Ctrl+Shift+5	Percentage
Alt+H,A,R	Align right
Alt+H,A,L	Align left
Ctrl+#	Date format
Ctrl+Shift+~	No number format
Alt+H,J	Style palette

Find and replace

Ctrl+F	Find
Ctrl+H	Replace

File

Ctrl+S	Save
F12	Save As

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