

Excel

Data Entry

Enter, Tab	Confirm entry
Alt+Enter	Insert a line break
F2	Edit cell contents
Tip: Press F2 again	Switch between selecting cell references and
SHIFT+F2	Insert a note in the cell

Navigation

Home	Move to the beginning of the row
CTRL+Home	Move to the beginning of the worksheet (cell A1)
CTRL+←, ↑, →, ↓	Move to the edge of the current data region
CTRL+G	Go to a cell address
CTRL+Page ↑, ↓	Switch worksheets

Selection

SHIFT ←, ↑, →, ↓	Select cells
CTRL+SHIFT ←, ↑, →, ↓	Select a block in the respective direction
CTRL+A	Select the current data range
Tip: Press CTRL+A again	Select the entire worksheet
SHIFT+Spacebar	Select the current row
CTRL+Spacebar	Select the current column

Insert

CTRL+SHIFT+;	Insert the current date
F11	Create a new chart (select the data range first)
SHIFT+F11	Insert a new worksheet

Formulas

CTRL+SHIFT+`	Show formulas
F4	Change the reference type / toggle absolute

Formatting

Bold	CTRL+B
<i>Italic</i>	CTRL+I
<u>Underlined</u>	CTRL+U

Program

CTRL+	N	New workbook
	S	Save
	W	Close workbook
	P	Print
	F	Find (Tip: Search everything here)
	T	Create a table
Alt	Show keyboard shortcuts on the ribbon	
F12	Save As...	

General

 +V	💡 Paste from clipboard history 💡
Paste Special	CTRL+Alt+V
Undo	CTRL+Z
Repeat the last command	CTRL+Y