



Navigation

+
Move up through a selection

+
Jump to the top of a column

+
Jump to the bottom of a column

+
Jump to the corner of a selection

+
Close the active workbook window

+ +
Switch to previous workbook window

Start a new chart sheet

+
Insert a new sheet

+
Repeat the last action

+
Fill selected cell with the content in the cell above selected cell

+
Fill selected cell with the content in the cell to the left of selected cell

Formulas

Start a formula (e.g. "=A4+A5")

+
Insert AutoSum formula

Edit active cell

+
Display the Formula Builder after you type a valid function name in a formula

Selection

+ or
Expand the selection by one cell either up or down

+ +
Expand the selection to the last non-empty cell

+
Select entire column

+
Select entire row

+
Select entire sheet

+
Select only the visible cells in the current selection

Misc

Open spelling & grammar check

+
Insert a comment

+ +
Save your work as

+
Insert current date

+ +
Insert current time

+
Insert a hyperlink

Formatting

+
Find and replace values

+ +
Show all values as percentages

+ +
Show all values as currency

+ +
Show all values in general number format

+ +
Apply an outline border to selected cells

+
Apply or remove bold formatting to selected cells

+
Apply or remove italic formatting to selected cells

+
Hide selected rows

+ +
Unhide selected rows

+
Hide selected columns

+ +
Unhide selected columns