Excel Basics Keyboard Shortcuts

by Tara via cheatography.com/36887/cs/11613/

Move Between Worksheets

CTRL + Page Up	Jump to the **previous** worksheet.
CTRL + Page Down	Jump to the **next** worksheet.

Select Rows and Columns

SHIFT + [spacebar]	Select entire column
CTRL + [spacebar]	Select entire row.

Select Data Ranges

CTRL + SHIFT + ↑	Selects **up** from the current cell to the top of the range.
CTRL + SHIFT + ↓	Selects **down** from the current cell to the bottom of the range.
CTRL + SHIFT + →	Selects **right** from the current cell to the edge of the range.
CTRL + SHIFT + ←	Selects **left** from the current cell to the edge of the range.
CTRL + *	Selects the whole data set, in **all directions**, from the current cell until Excel hits the edge of the worksheet or a completely blank row and column.
CTRL + a	Select the entire sheet.

Navigate in a Worksheet

Press-	*To move to-*
↑, →, ↓, ←	One cell in the direction of the arrow
TAB	One cell to the right.
SHIFT + TAB	One cell to the left.

Navigate in a Worksheet (cont)

CTRL + ↑, →, ↓ or ←	To the last cell in the current range in the direction of the arrow pressed.
END	To the bottom right most cell on your screen. **SCROLL LOCK must be on
CTRL + END	To the last cell in your worksheet. The cell in the last used row and the right most used column.
HOME	To the beginning of the row that contains the current active cell.
CTRL + HOME	To the first cell in your worksheet. (A1)
CTRL + PAGE UP	To the previous sheet in your workbook.
CTRL + PAGE DOWN	To the next sheet in your workbook.

How to read a keyboard shortcut

+	Press these keys at the same time. Example - "A + B" would translate to "Press both the A and B key at the same time"
↑, →, ↓, ←	These are the arrow keys.
SHIFT	The SHift key. Can be found on each side of the keyboard in the second row from the bottom.
CTRL	The Ctrl key. Found in bottom corner of both sides of your keyboard.

How to read a keyboard shortcut (cont)

PAGE UP	The Page up button. Usually located in a cluster above the arrow keys.
PAGE DOWN	The Page down button. Usually located in a cluster above the arrow keys.
END	The End button. Usually located in a cluster above the arrow keys.
HOME	The Home button. Usually located in a cluster above the arrow keys.
ALT	The Alt Button. Located on either of your space bar.
TAB	The Tab Button. Located above your Caps Lock key on the left side of your keyboard.
*	An Asterisk.Usually found in the top row of the 10 key pad or by pressing SHIFT + '8'
[spacebar]	The spacebar. Bottom, middle of your keyboard. You can't miss it.

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