

## Microsoft Excel: Advanced Keyboard Shortcuts

### Navigating /Selecting

Ctrl & Home -----	Beginning of the worksheet
Ctrl & End -----	End of occupied cells
Ctrl; & Shift & End-----	Select occupied cells
Ctrl & Shift & Arrow-----	Select a range of cells
Select entire Sheet -----	Ctrl A

### Charts

Format data as a Table-----	Ctrl + T
Create a default Chart-----	Alt + F1
Create a chart in a new sheet -----	F11

### Others:

To insert rows / columns -----	Ctrl + shift + (plus)
To delete rows/ columns -----	Ctrl + - (minus)
Display the Format Cells dialogue box -----	Ctrl + 1

### Working with Formulas:

Edit the contents of a cells -----	F2 Function Key
Make a cell reference absolute within a formula -----	F4 Function Key
To Paste a Named Range into a Formula -----	F3 Function Key
Insert Auto sum-----	Alt + = (equals)
To reveal formulas in a Worksheet -----	Ctrl + ~ (tilde key)
Ctrl + A -----	open formula box after typing formula name
F9-----	Update formula value within formula

### Dates:

To insert the date (static)-----	Ctrl + ; (semi colon)
To insert the time (static) -----	Ctrl + shift + : (colon)

## ADVANCED SHORTCUT KEYS CONTINUED:

To make a cell have Strikethrough ----- Ctrl + 5

To open the Go To dialogue box----- Ctrl + G or F5

To format cells to currency ----- Ctrl + Shift + 4

To format cells to be hidden----- Ctrl + 1 /Custom /Type **;;;**

To hide a column ----- Ctrl + 0

To hide a row ----- Ctrl + 9