

EDITING KEYS				FUNCTION KEYS					
KEY	CTRL	ALT	SHIFT+CTRL	KEY	ALONE	SHIFT	CTRL	ALT	SHIFT+CTRL
A	Select Area/All	Data ('03/'10)	Formula Arguments	F1	Help			New Chart Sheet ('03) Insert Chart Object ('07/'10)	
B	Bold			F2	Edit Mode	Insert/Edit Comment		Save As	
C	Copy			F3	Paste Name Formula (Edit Mode)	Insert Function	Define Name		Create Names (Labels)
D	Fill Down	Data Menu		F4	Repeat / Anchor (Edit Mode)	Find Again	Close Window	Quit Excel	
E		Edit Menu		F5	Goto	Find	Restore Window Size		
F	Find	File Menu	Font Name ('03) Format Menu ('07/'10)	F6			Next Workbook		Previous Workbook
G	Goto			F7	Spell Check		Move Window		
H	Replace	Help Menu, Home ('07/'10)		F8	Extend Selection	Add to Selection		Macro	
I	Italics	Insert Menu		F9	Calculate All	Calculate Worksheet	Minimize Workbook		
K	Insert Hyperlink			F10	Activate Menu	Context Menu	Restore Workbook		
N	New Workbook	Insert ('07/'10)		F11	New Chart Sheet	Insert Worksheet		VBA Editor	
O	Open Workbook	Format Menu		F12	Save As	Save	Open		
P	Print	Page Layout ('07/'10)		NAVIGATION KEYS					
R	Fill Right	Review ('07/'10)		KEY	ALONE	SHIFT	CTRL	ALT	SHIFT+CTRL
S	Save			/			Select Array		
T		Tools Menu		\			Select Row Differences		Select Column Differences
U	Underline			Insert	Insert Mode		Copy		
V	Paste			Delete	Clear		Delete to End of Line		
W	Close Workbook	Window Menu		Home	Begin Row		Start of Worksheet		
X	Cut			End	End Mode		End of Worksheet		
Y	Redo			Page Up	Page Up		Previous Worksheet	Left 1 Screen	
Z	Undo			Page Down	Page Down		Next Worksheet	Right 1 Screen	
M	Under	Formula ('07/'10)		Left Arrow	Move Left	Select Left	Move Left Area		Select & Move Left Area
` (~)	Toggle Formula View		General Format	Right Arrow	Move Right	Select Right	Move Right Area		Select & Move Right Area
1 (!)	Cell Format		Number Format	Up Arrow	Move Up	Select Up	Move Up Area		Select & Move Up Area
2 (@)	Toggle Bold		Time Format	Down Arrow	Move Down	Select Down	Move Down Area	Drop down list	Select & Move Down Area
3 (#)	Toggle Italics		Date Format	Space Bar	Space	Select Row	Select Column	Control Box	Select Area/All
4 (\$)	Toggle Underline Toggle		Currency Format	Tab	Move Right	Move Left	Next Workbook	Next Application	Previous Workbook
5 (%)	Strikethrough		Percent Format	Enter	Move Down	Move Up	Fill Selected range	Formula Line Break	Array Formula (Edit Mode)
6 (^)			Scientific Format						
7 (Q)	Standard Toolbar ('03)		Apply Border						
8 (*)	Hide/Show Outline		Select Region						
9 (I)	Hide Rows		Unhide Rows						
0 (J)	Hide Columns		Unhide Columns						
-	Delete Cell	Control Menu	No border						
= (+)		Auto Sum	Insert cells/rows/column						
[Direct Dependents Direct		Select All Dependents						
]	Precedents		Select All Precedents						
;	Insert Date	Select Visible	Insert Time						
'	Copy Formula from Above	Style ('03)	Copy Cell Value Above						