

Timesaving Excel Shortcuts



Excel has a number of useful shortcut keys. The more you know, the more time you can save.

Shortcut Keys	Action
CTRL + Spacebar	Select the current column
SHIFT + Spacebar	Select the current row
CTRL + HOME	Move to the beginning of the worksheet
CTRL + END	Move to the last cell on the worksheet
SHIFT + F3	Paste a function into a formula
CTRL + A	Select all (when you are not entering or editing a formula)
F9	Calculate all sheets in all open workbooks
SHIFT + F9	Calculate the active worksheet
F5	Display the Go To dialog box
Ctrl + ;	Enters the current date into the active cell
CTRL + :	Enters the current time
Shift + F2	Enters or edits a cell comment in the active cell
Ctrl + R	Copies the contents of a cell to the cell directly to the right. Select the cell that will receive the copy, and then press the shortcut keys
Ctrl + D	Copies the contents of a cell to a cell directly below it. Select the cell that will receive the copy, then press the shortcut keys
Ctrl + ~	View all the formulas in a worksheet. Press the shortcut again to switch back to the Normal view

For more information about keyboard shortcuts in Excel 2000, see the following:

- The Best Keyboard Shortcuts for Selecting Data
<http://office.microsoft.com/assistance/2000/ExCommonKeys2.aspx>
- The Best Keyboard Shortcuts for Moving in a Workbook
<http://office.microsoft.com/assistance/2000/ExCommonKeys3.aspx>
- The Best Keyboard Shortcuts to Use with Functions and Formulas
<http://office.microsoft.com/assistance/2000/ExCommonKeys4.aspx>
- The Best Keyboard Shortcuts to Speed Your Day
<http://office.microsoft.com/assistance/2000/ExCommonKeys5.aspx>