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| Some Useful Excel Shortcut Keys | |
| Arrow keys | move up, down, left, or right |
| Ctrl + arrow keys | move to end of data field in a given direction |
| Enter | completes an entry and moves to the cell below |
| Shift + enter | completes an entry and moves to the cell above |
| Ctrl + enter | completes an entry and stays in the same cell |
| Alt + enter | starts a new line in the same cell |
| Page down | moves down one screen |
| Shift + page down | moves right one screen |
| Ctrl + page down | move forward one sheet in the Workbook |
| Page up | moves up one screen |
| Shift + page up | move left one screen |
| Ctrl + page up | move back one sheet in the Workbook |
| Ctrl + spacebar | select column |
| Shift + spacebar | select row |
| Ctrl + shift + & | outline selection |
| Ctrl + shift + \_ | remove outline |
| F2 | insert cursor at the end of the cell content |
| F5 | opens the Go To dialogue box |
| Ctrl + 9 | hides selected rows |
| Ctrl + Shift + 9 | un-hides rows |
| Ctrl + 0 | hides selected columns |
| Ctrl + Shift + 0 | 0: un-hides columns |

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