

General	Back To Index
Open help	F1
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Copy selection	Ctrl + C
Repeat last action	F4
Cut selection	Ctrl + X
Paste content from clipboard	Ctrl + V
Display the Paste Special dialog box	Ctrl + Alt + V
Display find and replace with Find tab selected	Ctrl + F
Display find and replace with Replace tab selected	Ctrl + H
Find previous match (after initial Find)	Ctrl + Shift + F4
Find next match (after initial Find)	Shift + F4
Insert embedded chart	Alt + F1
Insert chart in new sheet	F11
Toggle Autofilter	Ctrl + Shift + L
Activate filter	Alt + ↓
Create table	Ctrl + T
Select table row	Shift + Space
Select table column	Ctrl + Space
Select table (when active cell is in table)	Ctrl + A
Clear slicer filter	Alt + C
Run Spellcheck	F7

Cell Edit Mode - Continued	Back To Index
Delete to end of line	Ctrl + Delete
Delete character to left of cursor	Backspace
Delete character to right of cursor	Delete
Start a new line in the same cell	Alt + Enter

Entering Data	Back To Index
Enter data and move down	Enter
Enter data and move up	Shift + Enter
Enter data and move right	Tab
Enter data and move left	Shift + Tab
Enter data and stay in same cell	Ctrl + Enter
Enter same data in multiple cells (after copying then selecting cells)	Enter
Insert current date	Ctrl + ;
Insert current time	Ctrl + Shift + :
Fill down from cell above	Ctrl + D
Fill right from cell on left	Ctrl + R
Copy formula from cell above (formula is exact copy)	Ctrl + '
Copy value from cell above	Ctrl + Shift + "
Insert hyperlink	Ctrl + K
Display AutoComplete list	Alt + ↓
Flash fill	Ctrl + E

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