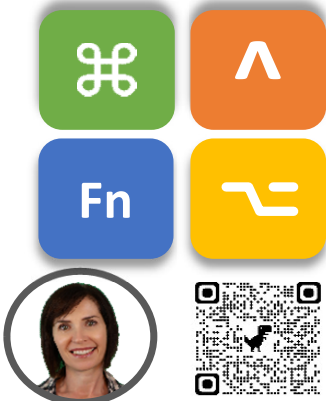
























































































EXCEL KEYBOARD SHORTCUTS

Periodic Table 

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Microsoft MVP

General		Data Entry		Formatting		Formulas		Navigation				Other		Workbooks & Worksheets	
 / Open Help	 R Collapse Ribbon													 N New Workbook	  F11 New Worksheet
 U Edit Mode	 C Copy	 T Create Table	 ↓ Auto Filter	 1 Format Cells	 ~ General										
 Y Redo	 X Cut	 ; Current Date	 , Copy Formula Down	 % Percentage	 \$ Currency	 T Absolute References	 F3 Create Names	 ← Top of Worksheet	 ← Row Start	 ↓ or ↑ End of Data Region	 ↓ Extend Select Down	 ↓ Select All Down	 * Select Current Region	 F11 Chart Sheet	 O Open Workbook
 F7 Spell Check	 V Paste	 ; Current Time	 "  Copy Value Down	 B Bold	 ! Number	 F9 Recalc Workbook	 F3 Paste Names	 SPACE Select Row	 0 Hide Column	RETURN Active Cell Down	 ↑ Extend Select Up	 ↑ Select All Up	 O Select Comments	 F1 Embedded Chart	 ↑ Prev Worksheet
 F7 Thesaurus	 V V Paste Values	 D Copy Down	 E Flash Fill	 U Underline	 @ Time	 F9 Recalc Worksheet	 F3 Function Dialog	 SPACE Select Column	 9 Hide Row	RETURN Active Cell Up	 → Extend Select Right	 → Select All Right	 [Select Precedents	 F11 Open VBA Editor	 `  Previous Workbook
 S Save As	 F Find	 R Copy Right	RETURN New Line (Edit Mode)	 I Italics	 # Date	 , Show Formulas	 T Auto Sum	 A Current Range	 9 Unhide Row	TAB Active Cell Right	 ← Extend Select Left	 ← Select All Left	] Select Dependents	 F12 Power Query Editor	 W Close Workbook
 Z Undo	 H Replace	 K Insert Hyperlink	SPACE Insert Emoji	 X Strikethrough	 ^ Scientific	 F3 Name Manager	 U Expand Formula Bar	 G Go To Special	 0 Unhide Column	TAB Active Cell Left	 . Toggle Active Cell	 → Select to End Worksheet	 ; Select Visible Cells	 6 Hide Objects	 Q Close Excel
														 S Save	

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