



Alt+Enter *Creates a new line in a box/cell*

Alt+F4 *Exits the application*

Alt+Tab *Switches between open files/applications. Note: Holding down the “Alt” key while pressing the “Tab” key multiple times will switch between any open file/application.*

Ctrl+End *Move to the lower right side of a worksheet (if unprotected)*

Ctrl+Home *Move to the upper left side of a worksheet (if unprotected)*

Ctrl+C *Copy selected data*

Ctrl+S *Saves the current file (used to be called a destructive save, so, consider Save As)*

Ctrl+V *Paste copied or cut data*

Ctrl+X *Cut selected data*

F2 *Edit data in a cell*

F7 *Spell Check the file*

F12 *Displays the Save As dialog box*

Shift+F5 *Find or Replace (by selectable criteria)*

Shift+Tab *Move to the previous cell in a worksheet or dialog box (some limitations exist depending on worksheet protection)*

Tab *Moves to the next cell in a worksheet*

Home *Move to the beginning (left side) of a line (typically when editing in the function bar)*

End *Move to the end (right side) of a line (typically when editing in the function bar)*
