



Command	Keystroke
Absolute/relative/mixed reference	F4
AutoSum	Alt =
Bold	Ctrl-B
Border lines off	Ctrl-Shift _
Border lines on	Ctrl-Shift &
Close	Ctrl-W
Copy	Ctrl-C
Cut	Ctrl-X
Show values/formulas	Ctrl-pipe key (below Esc)
Edit cell	F2
Find	Ctrl-F
Format commas (2 decimal places)	Ctrl-Shift !
Format currency (2 decimal places)	Ctrl-Shift \$
Format general number	Ctrl-Shift ~
Format percentage (0 decimal places)	Ctrl-Shift %
Formula	=
Function Wizard	Shift-F3
Insert chart sheet	F11
Italics	Ctrl-I
Move left/right one screen	Alt-PgUp/PgDn
Move to beginning of worksheet	Ctrl-Home
Move to edge of region	Ctrl-Arrow
Move to end of row	End, Enter
Move to end of worksheet	Ctrl-End
New	Ctrl-N
Next worksheet	Ctrl-PgUp
Open	Ctrl-O
Paste	Ctrl-V
Previous worksheet	Ctrl-PgDn
Print	Ctrl-P
Repeat/Redo	Ctrl-Y
Replace	Ctrl-H
Save	Ctrl-S
Select worksheet	Ctrl-A
Spelling and Grammar check	F7
Underline	Ctrl-U
Undo	Ctrl-Z