

# Excel Quick Reference

## Navigating Excel

Arrow Key .....	Moves one cell in any direction
CTRL + Home.....	Moves to cell A1
CTRL + End, Home + End .....	Moves to last occupied cell
Page Up/Down .....	Moves one screen up/down
ALT + Page Up/Down.....	Moves one screen left/right
CTRL + Page Up/Down .....	Moves one sheet to left/right
CTRL + Arrow .....	Moves to next cell containing information or last cell in a set or last cell, in whatever row or column you are in.
Enter.....	Moves down one cell
SHIFT + Enter.....	Moves up one cell
Tab.....	Moves one cell to the right
SHIFT + Tab.....	Moves one cell to the left
CTRL + G, F5.....	Opens the 'Go To' dialog box
Home.....	Moves to column A

Note: If Scroll lock is on, selected cell does not move with most Navigation keys. Scroll lock also affects how some of the navigation keys work.

## Selecting Cells

Left click.....	Selects the cell the pointer is over
Left click & drag.....	Selects all cells in the drag range
Click, SHIFT + Click.....	Selects all cells between clicks
Click column heading.....	Selects entire column
Click row heading.....	Selects entire row
Click blank column button, CTRL + A.....	Selects entire worksheet
Click, CTRL + Click.....	Selects non-contiguous cells
Click, Shift + Arrows .....	Selects range of cells
CTRL + *.....	Selects entire table of current selection

## Workbook Statistics

Number of Sheets in a Workbook.....	255
Number of Columns per Sheet .....	256
Number of Rows per Sheet .....	65,536
Number of Cells per worksheet.....	16,777,216

*Potentially over 4 billion cells in one Excel workbook*

## Other

CTRL + Tildy(squiggly underneath Escape key)	Toggles formula display
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