

Keyboard Shortcuts for Excel

To do this

1. Start a formula
2. To edit an active cell
3. Complete a cell entry from the cell or Formula Bar
4. Enter a formula as an array formula
5. Cancel a cell entry
6. Copy the selected cells
7. Paste copied cells
8. Paste special from copied cells
9. Clear the contents of the selected cells
10. Toggle between relative and absolute references

Example:

- *Relative reference* → A9
- First toggle gives *Absolute reference* → \$A\$9
- Denote \$ by 'always', so always take column A and always take row 9.

Therefore, always taking cell A9

Press

= (equal sign)

F2

ENTER

CTRL-SHIFT-ENTER

ESC

CTRL-C

CTRL-V

ALT-E-S

DELETE

F4