

**Basic Navigation**

- Ctrl + Arrow Keys: Jump to the edges of data ranges.
- Ctrl + Home: Go to the beginning of the worksheet.
- Ctrl + End: Go to the last cell with data.

**Selection**

- Shift + Arrow Keys: Select cells one at a time.
- Ctrl + Shift + Arrow Keys: Select a range to the edge of data.
- Ctrl + A: Select the entire worksheet.

**Editing**

- F2: Edit the active cell.
- Ctrl + Z: Undo.
- Ctrl + Y: Redo.
- Ctrl + C: Copy.
- Ctrl + X: Cut.
- Ctrl + V: Paste.
- Ctrl + D: Fill down (copy data/formulas from the cell above).
- Ctrl + R: Fill right (copy data/formulas from the cell to the left).

**Formatting**

- Ctrl + 1: Open the Format Cells dialog box.
- Ctrl + B: Bold.
- Ctrl + I: Italic.
- Ctrl + U: Underline.
- Alt + H + H: Fill colour.
- Alt + H + B: Add borders.

**Working with Formulas**

- Alt + =: Insert the SUM function.
- F4: Toggle absolute and relative references in formulas (e.g., A1 → \$A\$1).
- Ctrl + `: Show all formulas in the worksheet.

**Rows and Columns**

- Ctrl + Shift + Plus (+): Insert rows or columns.
- Ctrl + Minus (-): Delete rows or columns.
- Shift + Space: Select the entire row.
- Ctrl + Space: Select the entire column.

**Filters and Sorting**

- Ctrl + Shift + L: Toggle filters on/off.
- Alt + Down Arrow: Open the filter dropdown menu in a selected column.

**Quick Analysis**

- Ctrl + T: Create a table.
- Alt + N + V: Insert a PivotTable.
- Alt + F1: Create a default chart.

**Saving and Printing**

- Ctrl + S: Save the workbook.
- Ctrl + P: Open the Print menu.

**Extra Pro Tips**

- Ctrl + Shift + ;: Insert current time.
- Ctrl + ;: Insert current date.
- Alt + Enter: Add a line break within a cell.
- Ctrl + Alt + V: Open Paste Special.