



Navigation

Move around your spreadsheet quickly using Excel keyboard shortcuts

- Ctrl + Home** Moves to cell "A1" on the worksheet
- Ctrl + End** Moves to the last used cell on the worksheet
- Ctrl + Up Arrow** Moves to the first row in the current column
- Ctrl + Down Arrow** Moves to the last row in the current column
- Ctrl + Left Arrow** Moves to the first column in the current row
- Ctrl + Right Arrow** Moves to the last column in the current row
- Ctrl + Page Up** Moves to the previous worksheet
- Ctrl + Page Down** Moves to the next worksheet



Ctrl key to hold down while tapping on your Arrow keys to move to the end of a column or Row

Arrow Keys to use whilst holding down the Ctrl key

Selection

Highlight entire ranges on your spreadsheets using Excel keyboard shortcuts

- Ctrl + Shift + Up Arrow** Highlights to the first row in your column
- Ctrl + Shift + Down Arrow** Highlights to the last row your column
- Ctrl + Shift + Left Arrow** Highlights to the first column in your row
- Ctrl + Shift + Right Arrow** Highlights to the last column in your row



Ctrl + Shift key to hold down together while tapping on your Arrow keys to highlight to the end of range

Arrow Keys to use whilst holding down your Ctrl + Shift keys

Entering data

- Ctrl + Semi Colon ;** Inserts the current time into the active cell
- Ctrl + Colon :** Inserts the current time into the active cell
- Alt + DownArrow** Drop-down list of existing column entries

Pick From Drop Down List

Re enter existing entries from a column of data by either using Alt+DownArrow or Right Click → Pick From Drop Down List:

n	L3	Responded to initial contact	Wants to k
n	L1	Responded to initial contact	Intrested ir
	L3	Responded to initial contact	Wants to r
		Booking Form Sent	
		Initial Contact Only	
		JD Sent	
		Paid	
		Responded to initial contact	

Other Useful Shortcuts

- Ctrl + N** Inserts a blank workbook
- Shift+F11** Inserts a new black worksheet

