

|     | Keyboard              | Action  |
|-----|-----------------------|---|
| 1.  | CTRL+; (semicolon)    | Enter the current date.   |
| 2.  | CTRL+SHIFT+: (colon)  | Enter the time.   |
| 3.  | ATL + F1              | Creates a chart on the current worksheet  |
| 4.  | F11                   | Creates a chart in a new worksheet.   |
| 5.  | ALT+= (equal sign)    | Insert an AutoSum formula with the SUM function.  |
| 6.  | ALT+ENTER             | Start a new line in the same cell. This is wrap text with the keyboard.                                       |
| 7.  | CTRL + 1              | Display the Format Cells dialog box.  |
| 8.  | F4                    | Toggle formula reference.   |
| 9.  | CTRL + T              | New Table   |
| 10. | SHIFT+F11             | Insert a new worksheet.   |
| 11. | CTRL + PAGE DOWN      | Move to the next sheet in the workbook.   |
| 12. | CTRL + PAGE UP        | Move to the previous sheet in the workbook.   |
| 13. | CTRL+ENTER            | Fill the selected cell range with the current entry.  |
| 14. | CTRL + D              | Fill down.  |
| 15. | CTRL + K              | Insert a hyperlink  |
| 16. | CTRL + Z              | Undo the last action.   |
| 17. | CTRL + ' (apostrophe) | Copies a formula from the cell above the active cell into the cell or the Formula Bar.                        |
| 18. | CTRL + SHIFT + ~      | Apply the General number format.  |
| 19. | CTRL + SHIFT + \$     | Apply the Currency format with two decimal places (negative numbers in parentheses).                          |
| 20. | CTRL + SHIFT+ %       | Apply the Percentage format with no decimal places.   |
| 21. | CTRL + SHIFT+ #       | Apply the Date format with the day, month, and year.  |
| 22. | CTRL + SHIFT+ @       | Apply the Time format with the hour and minute, and AM or PM.   |
| 23. | CTRL + SHIFT+ !       | Apply the Number format with two decimal places, thousands separator, and minus sign (–) for negative values. |