

General			
OPEN a Spreadsheet	<Ctrl> + <O>	CLOSE a Spreadsheet	<Ctrl> + <W>
SAVE the Spreadsheet	<Ctrl> + <S>	SAVE AS	<F12>
PRINT	<Ctrl> + <P>	CANCEL	<Esc>
CLEAR		UNDO	<Ctrl> + <Z>
REDO	<Ctrl> + <Y>	HELP	<F1>
CLOSE / EXIT	<Alt> + <F4>	SWITCH Between Applications	<Alt> + <Tab>

Navigation			
DOWN a Cell	<Enter>	UP a Cell	<Shift> + <Enter>
Left to Right	<Tab>	Right to Left	<Shift> + <Tab>
Up a Screen	<Page Up>	Down a Screen	<Page Down>
SELECT Next Sheet	<Ctrl> + <Page Down>	SELECT Previous Sheet	<Ctrl> + <Page Up>
START of Spreadsheet	<Ctrl> + <Home>	END of Spreadsheet	<Ctrl> + <End>
START of Row	<Home>	GO TO	<F5>

Editing			
COPY	<Ctrl> + <C>	CUT	<Ctrl> + <X>
EDIT Cell	<F2>	PASTE	<Ctrl> + <V>
EDIT Comment	<Shift> + <F2>	PASTE Defined Name	<F3>
INSERT Function	<Shift> + <F3>	SPELL Check	<F7>
SELECT All	<Ctrl> + <A>	TABLE Create	<Ctrl> + <T>

Formatting			
BOLD	<Ctrl> + 	ITALIC	<Ctrl> + <I>
UNDERLINE	<Ctrl> + <U>	BORDER	<Ctrl> + <Shift> + <&>
STYLE Box	<Alt> + <' >	FORMAT Box	<Ctrl> + <1>
FILL Down	<Ctrl> + <D>	FILL Right	<Ctrl> + <R>
FIND & Replace	<Ctrl> + <F>	HYPERLINK	<Ctrl> + <K>

Selection	
Cell + One Additional	<Shift> + an Arrow key
Cell + To Beginning of Row	<Shift> + <Home>
Cell + To Beginning of Worksheet	<Ctrl> + <Shift> + <Home>
Cell + Last Cell Used in Worksheet	<Ctrl> + <Shift> + <End>
Entire ROW	<Shift> + Spacebar
Entire COLUMN	<Ctrl> + Spacebar
Select All	<Ctrl> + <A>