WORKING WITH DATA

Shortcut	Action
SHIFT **SPACEBAR**	Select a row
CTRL **SPACEBAR**	Select a column
CTRL **A** | **CTRL** **SHIFT** **SPACEBAR**	Select an entire worksheet
SHIFT **↑←↓→**	Extend selection by a single cell
SHIFT **PG ↓** | **SHIFT** **PG ↑**	Extend selection down one screen / up one screen
SHIFT **HOME**	Extend selection to the beginning of a row
CTRL **SHIFT** **HOME**	Extend selection to the beginning of the worksheet
CTRL **;**	Insert the current date
CTRL **SHIFT** **;**	Insert the current time
CTRL **T** | **CTRL** **L**	Display the Create Table dialog box
CTRL **C**	Copy cell's contents to the clipboard
CTRL **X**	Copy and delete cell's contents
CTRL **V**	Paste from the clipboard into a cell
CTRL **ALT** **V**	Move to the word to the right while in a cell
ENTER	Display the Paste Special dialog box
SHIFT **ENTER**	Finish entering data in a cell and move to the next cell down
ESC	Finish entering data in a cell and move to the next cell up
CTRL **END**	When in the formula bar, move the cursor to the end of the text
CTRL **SHIFT** **END**	In the formula bar, select all text from the cursor to the end.
ALT **F8**	Create, run, edit or delete a macro