# Excel Shortcut Spotter - ANSWERS

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| **Category** | **Shortcut** | **What it does** |
| General | CTRL + Z | Undo the last action. |
| CTRL + Y | Redo the last action (can be used to undo the last undo!) |
| CTRL + X | Cut the selected item. |
| CTRL + C | Copy the selected item. |
| CTRL + V | Paste the last Cut or Copied item. |
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| Moving Around | ENTER / RETURN | Go to the **next** row (down) AND possibly a few columns to the left if you have been using TAB. |
| TAB | Go to the **next** column (right). |
| SHIFT + TAB | Go to the **previous** column (left). |
| SHIFT + ENTER | Go to the **previous** row (up). |
| CTRL + ARROWS | Go as far as possible in the arrow’s direction, stopping at the end/beginning of a set of data OR the beginning/end of the spreadsheet. |
| CTRL + HOME | Return to cell A1. |
| CTRL + Scroll wheel | Zoom in and out. |
| CTRL + PAGE UP/DOWN | Switch to the previous / next sheet. |
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| Selecting Cells | CTRL + A | Select everything. |
| SHIFT + Click | Select a group of cells between the point you click and the selected cell. |
| CTRL + Click | Select individual (non-contiguous) cells |
| SHIFT + ARROWS | Select cells, starting with the current selection, in the direction of the arrows. |
| Click + Drag | Select a group of cells. |
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| Editing / Deleting | F2 | Start editing the contents of the current cell. |
| DELETE | Clear the contents of the current cell. |
| CTRL + ENTER | If you are editing one of a group of selected cells, this will insert a copy into all the others. |
| Just start typing. | This will replace the contents of the current cell. |
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| Special | ALT + = | Insert the SUM function and attempt to sum an adjacent column or row. |
| CTRL + E | Attempt to use Flash Fill (nothing will work if Excel can’t detect a pattern). |
| F4 (while editing a formula) | Toggle the “padlocks” ($) to switch between relative and absolute cell references. |
| F9 | Refresh all the calculations in the sheet (will change any random data). |