

Shortcuts in Excel

Quick Cell Formatting

Click in a cell and press CTRL+1 to open the Format Cells dialog box.

Quickly Selecting a Column in Excel

If you are working in a column in an Excel worksheet and need to select the entire column, press Ctrl+SpaceBar.

Edit Cells Quickly Without the Mouse

Click in a cell and press F2 to edit the contents of the cell.
Press Enter when you are finished.