

EDITING KEYS

KEY	CTRL + KEY	ALT + KEY	CTRL + SHIFT + KEY
A	Select Area/All	Data (03/10)	
B	Bold		
C	Copy		
D	Fill Down	Data Menu	
E		Edit Menu	
F	Find	File Menu	Font Name ('03))
G	Goto		
H	Replace	Help Menu, Home	
I	Italics	Insert Menu	
K	Insert Hyperlink		
N	New Workbook	Insert ('07/'10)	
O	Open Workbook	Format Menu	
P	Print	Page Layout ('07/'10)	
R	Fill Right	Review ('07/'10)	
S	Save		
T		Tools Menu	
U	Underline		
V	Paste		
W	Close Workbook	Window Menu	
X	Cut		
Y	Redo		
Z	Undo		
M	Under	Formula ('07/'10)	
~	Toggle Formula View		General Format
1	Cell Format		Number Format
2	Toggle Bold		Time Format
3	Toggle Italics		Date Format
4	Toggle Underline Toggle		Currency Format
5	Strikethrough		Percent Format
6			Scientific Format
7	Standard Toolbar ('03)		Apply Border
8	Hide/Show Outline		Select Region
9	Hide Rows		Unhide Rows
0	Hide Columns		Unhide Columns
-	Delete Cell	Control Menu	No border
=		Auto Sum	Insert cells/rows/column

FUNCTION KEYS

KEY	ALONE	SHIFT	CTRL	ALT	CTRL + SHIFT
F1	Help			New Chart Sheet ('03)	
F2	Edit Mode	Insert/Edit Comment		Save As	
F3	Paste Name Formula	Insert Function	Define Name		Create Names
F4	Repeat / Anchor	Find Again	Close Window	Quit Excel	
F5		Find	Restore Window		
F6			Next Workbook		Previous Workb.
F7	Spell Check		Move Window		
F8	Extend Selection	Add to Selection		Macro	
F9	Calculate All	Calculate Worksheet	Minimize Workb.		
F10	Activate Menu	Context Menu	Restore Workbook		
F11	New Chart Sheet	Insert Worksheet		VBA Editor	
F12	Save As	Save	Open		



NAVIGATION KEYS

KEY	ALONE	SHIFT	CTRL	ALT + KEY	CTRL + SHIFT
/			Select Array		
\			Select Row		Select Column
Insert	Insert Mode		Copy		
Delete	Clear		Delete to End of Line		
Home	Begin Row		Start of Worksheet		
End	End Mode		End of Worksheet		
Page Up	Page Up		Previous Worksheet	Left 1 Screen	
Page Down	Page Down		Next Worksheet	Right 1 Screen	
Left Arrow	Move Left	Select Left	Move Left Area		Select & Move Left
Right Arrow	Move Right	Select Right	Move Right Area		Select & Move Right
Up Arrow	Move Up	Select Up	Move Up Area		Select & Move Up
Down Arrow	Move Down	Select Down	Move Down Area	Drop down list	Select & Move Down
Space Bar	Space	Select Row	Select Column	Control Box	Select Area/All
Tab	Move Right	Move Left	Next Workbook	Next Application	Previous Workbook
Enter	Move Down	Move Up	Fill Selected range	Formula Line Break	Array Formula

Excel Financial Functions List		Extracting The Components of a Date	
Investment Value Functions		DAY	Returns the day (of the month) from a user-supplied date
FV	Calculates future value of an investment	MONTH	Returns the month from a user-supplied date
FVSCHEDULE	Calculates future value of an initial principal	YEAR	Returns the year from a user-supplied date
NPV	Calculates the net present value of an investment	WEEKNUM	Returns an integer representing the week number
PV	Calculates the present value of an investment	WEEKDAY	Returns an integer representing the day of the week for a supplied date
RECEIVED	Calculates the amount received at maturity for a fully invested Security	Performing Calculations with Dates	
XNPV	Calculates the net present value for a schedule of cash flows	EDATE	Returns a date that is the specified number of months
Internal Rate of Return Functions		EOMONTH	Returns a date that is the last day of the month
IRR	Calculates the internal rate of return for a series of cash flows	WORKDAY	Returns a date that is a supplied number of working days
MIRR	Calculates the internal rate of return for a series of periodic cash flows	DAYS	Calculates the number of days between 2 dates
XIRR	The internal rate of return for a schedule of cash flows	DAYS360	Calculates the number of days between 2 dates
Payment Functions		NETWORKDAYS	Returns the number of whole network days
CUMIPMT	Calculates the cumulative interest paid between two specified periods	YEARFRAC	Calculates the fraction of the year represented
CUMPRINC	Calculates the cumulative principal paid on a loan	Excel Lookup and Reference Functions	
IPMT	Calculates the interest payment for a given period of an investment	Data Lookup Functions	
ISPMT	Calculates the interest paid during a specified period of an investment	HLOOKUP	Looks up a supplied value in the first row of a table
PMT	Calculates the payments required to reduce a loan	VLOOKUP	Looks up a supplied value in the first column of a table
PPMT	Calculates the payment on the principal for a given investment	LOOKUP	Searches for a specific value in one data vector
Interest Rate Functions		GETPIVOTDATA	Extracts data stored in a Pivot Table
ACCRINT	Calculates the accrued interest for a security that pays periodic interest	CHOOSE	Returns one of a list of values
ACCRINTM	Calculates the accrued interest for a security that pays interest at maturity	MATCH	Finds the relative position of a value in a supplied array
EFFECT	Calculates the effective annual interest rate	Row / Column / Area Information	
INTRATE	Calculates the interest rate for a fully invested security	ROW	Returns the row number of a supplied range
NOMINAL	Calculates the annual nominal interest rate	COLUMN	Returns the column number of a supplied range
RATE	Calculates the interest rate required to pay off a specified amount of a loan	ROWS	Returns the number of rows in a supplied range
RBI	Calculates an equivalent interest rate for the growth of an investment	COLUMNS	Returns the number of columns in a supplied range
Excel Date and Time Functions List		AREAS	Returns the number of areas in a supplied range
Creating Dates & Times		Functions To Return References to Cell Ranges	
DATE	Returns a date, from a user-supplied year, month and day	ADDRESS	Returns a reference, in text format
TIME	Returns a time, from a user-supplied hour, minute and second	INDEX	Returns a reference to a cell (or range of cells)
DATEVALUE	Converts a text string showing a date,	INDIRECT	Returns a cell or range reference
TIMEVALUE	Converts a text string showing a time	OFFSET	Returns a reference to a range of cells

