

ACTION	SHORTCUT
Insert a new line within a cell	Alt+Enter
Enable editing within a cell	F2
Insert the current date or time	Ctrl+; or Ctrl+:
Add or edit a comment	Shift+F2
Fill selected cells with an entry you typed in one cell	Ctrl+Enter
Fill data down or to the right through selected cells	Ctrl+D or Ctrl+R
Auto sum selected cells and place value in cell beneath	Alt+=
Create a name	Ctrl+F3
Create a chart from a range of data	F11
Toggle the display of formulas	Ctrl+`
Currency format current cell	Ctrl+Shift+\$
Applies outline border to selected cell	Ctrl+Shift+&

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