



Command	Outcome
CTRL + A	Select all
CTRL + B	Bold
CTRL + C	Copy
CTRL + D	Copy down
CTRL + E	Go to current errors
CTRL + F	Find
CTRL + G	Go-to
CTRL + H	Replace
CTRL + I	Italic
CTRL + J	Calc auto/manual
CTRL + K	Insert hyperlink
CTRL + N	New workbook
CTRL + O	Open
CTRL + P	Print
CTRL + R	Copy right
CTRL + S	Save workbook
CTRL + T	Applies the Excel table to the selected data
CTRL + U	Underline
CTRL + V	Paste
CTRL + W	Close window
CTRL + X	Cut
CTRL + Y	Repeat
CTRL + Z	Undo last action
CTRL + 1	Format cells
CTRL + 5	Strike through



Command	Outcome
CTRL + !	Open the format option dialog box
CTRL + ~	Alternates between showing formulas or values of cells
CTRL + [Selects any cells directly referenced by formulas in the selected cell(s)
CTRL +]	Select only cells with formulas that refer directly to the active cell
CTRL + Home	Move cursor to cell A1
CTRL + End	Move cursor to last working cell in spreadsheet
CTRL + Shift + D	Apply filters to the data
CTRL + Shift + {	Selects any cells directly or indirectly referenced by formulas in the selected cell(s)
CTRL + Shift + \$	Applies the currency format
CTRL + Shift + 1	Format selected cells with two decimal places
CTRL + Shift + 2	Format selected cells as time
CTRL + Shift + 3	Format selected cells as date
CTRL + Shift + 5	Format selected cells as percentages
CTRL + Shift + Space	Select all of the cells that contain values in a spreadsheet
CTRL + Page Up and CTRL + Page Down	Switch tabs
Alt + Enter	Start entering new line in same cell
Alt + =	Sums the values from the upper or left cells
Alt A M	Remove duplicates
Alt H W	Applies the wrap text to the selected cell
Alt N V	Insert a pivot table with the selected data
Alt W F F	Applies the freeze pane from the selected cells
Alt + F11	Inserts a chart from the selected data
F2	Edit within a cell
Shift + F2	Create and modify comments