

<u>Excel Function</u>	<u>Shortcut Keys</u>
To apply the percent format	Ctrl + Shift + %
Close a Workbook	Ctrl + W
Open Help	F1
Undo	Ctrl + Z
Cut	Ctrl + X
Redo	Ctrl + Y
Display Paste Special Dialogue	Ctrl + Alt + V
Find Box	Ctrl + F
Find next match	Shift + F4
Find and Replace	Ctrl + H
Create an Embedded Chart	Alt + F1 –
Find Previous Match	Ctrl + Shift + F4
New Workbook	Ctrl + N
Open Workbook	Ctrl + O
Save Workbook	Ctrl + S
Save As	F12
Print File	Ctrl + P
Close Excel	Alt + F4
Open Print Preview	Ctrl + F2

Close Excel	Alt + F4
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Close Workbook	Ctrl + F4
Expand or close Ribbon	Ctrl + F1
Select all contents of a worksheet	Ctrl+A
Activate Access Keys	Alt
Bold all cells in the highlighted section	Ctrl+B
Move to next control on Ribbon	Tab
Go to a certain area	Ctrl+G
"Search the current sheet	Ctrl+F
Find and replace	Ctrl+H
Print the current sheet	Ctrl+P
Inserts a hyperlink	Ctrl+K
Fill Right	Ctrl+R
Saves the open worksheet	Ctrl+S
Repeats the last entry	Ctrl+Y
Underlines all cells in the highlighted section	Ctrl+U
Bolds all cells in the highlighted section	Ctrl+2
Shows or hides objects	Ctrl+6
Toggles the outline symbols	Ctrl+8
Shows or hides the toolbar	Ctrl+7

To close Excel	Ctrl + F4
To move to the next sheet	Ctrl + PageDown
To go to the Data tab	Alt + A
To go to the View tab	Alt + W
To fill color	Alt + H + H
To add a border	Alt + H + B
To select all the cells on the right	Ctrl + Shift + Right arrow
To move to the previous cell	Shift + Tab
To select all the cells above the selected cell	Ctrl + Shift + Down Arrow
To display find and replace	Ctrl + H
To delete a cell comment	Shift + F10 + D
To insert a hyperlink	Ctrl + k
To insert current time	Ctrl + Shift + :
To apply the currency format	Ctrl + Shift + \$
To delete a column	Alt+H+D+C
To select the entire row	Shift + Space
To hide a selected column	Ctrl + 0
To create a pivot chart on the same sheet	Alt + F1
To ungroup pivot table items	Alt + Shift + Left arrow
To hide selected row	Ctrl + 9