

| Shortcut Keys | Action |
|----------------------|---------------|
| Ctrl+A | Select All |
| Ctrl+B | Bold |
| Ctrl+C | Copy |
| Ctrl+D | Fill Down |
| Ctrl+F | Find |
| Ctrl+G | Go To |
| Ctrl+H | Replace |
| Ctrl+I | Italic |
| Ctrl+K | Hyperlink |
| Ctrl+N | New Workbook |
| Ctrl+O | Open |
| Ctrl+P | Print |
| Ctrl+R | Fill Right |
| Ctrl+S | Save |
| Ctrl+U | Underline |
| Ctrl+V | Paste |
| Ctrl+W | Close |
| Ctrl+X | Cut |
| Ctrl+Y | Redo/Repeat |
| Ctrl+Z | Undo |
| Ctrl+1 | Formate Cells |
| Ctrl+1 | Formate Cells |
| Ctrl+2 | Bold |

| | |
|---------------------|---|
| Ctrl+3 | Italic |
| Ctrl+4 | Underline |
| Ctrl+5 | Strikthrough |
| Ctrl+6 | Show/Hide Objects |
| Ctrl+9 | Hide Rows |
| Ctrl+0 | Hide Colmuns |
| Ctrl+Shift+(| Unhide Rows |
| Ctrl+Shift+) | Unhide Columns |
| F1 | Help |
| F2 | Edit |
| F3 | Paste Name |
| F4 | Repeat Last Action |
| F6 | Go To |
| F7 | Next Pane |
| F8 | Extend Mode |
| F9 | Recalculate All Workbook |
| F10 | Activate Menubar |
| F11 | New Chart |
| F12 | Save As |
| Shift | Hold Down shift For Additional Functions In Excel |
| Shift+F1 | What Is This |
| Shift+F2 | Edit Cell Coment |
| Shift+F3 | Paste Function In To Formula |

| | |
|-------------------------|--|
| Shift+F4 | Find Next |
| Shift+F5 | Find |
| Shift+F9 | Calculate Open Workbook |
| Shift+F10 | Display Shortcut Menu |
| Shift+F11 | New Worksheet |
| Shift+F12 | Save |
| Ctrl+F4 | Close |
| Ctrl+F5 | Restore Window Size |
| Ctrl+F6 | Next Workbook Window |
| Ctrl+F7 | Move Window |
| Ctrl+F8 | Resize Window |
| Ctrl+F9 | Minimize Window |
| Ctrl+F10 | Maximize Window |
| Ctrl+F12 | FileOpen |
| Ctrl+: | Inser Current Time |
| Ctrl++ | Insert |
| Ctrl+- | Delete |
| Ctrl+Shift+* | Slect Current Region |
| Ctrl+Shift+_ | Remove Outline Boarder |
| Ctrl+Shift+& | Place Outline Border Around Slected Cells |
| Ctrl+Shift+# | Date Format |
| Ctrl+Shift+% | Persent Format |
| Alt+= | Auto Sum |

| | |
|-----------------------|---------------------------|
| Alt+Shift+F1 | New Worksheet |
| Alt+Shift+F2 | Save |
| Alt+Shift+F12 | Print |
| Alt+Shift+F6 | Previous Window |
| Alt+F4 | Exit |
| Alt+F2 | Save As |
| Alt+F1 | Insert Chart |
| Shift+Spacebar | Select The Entire RowS |
| Ctrl+Spacebar | Select The Entire Columns |