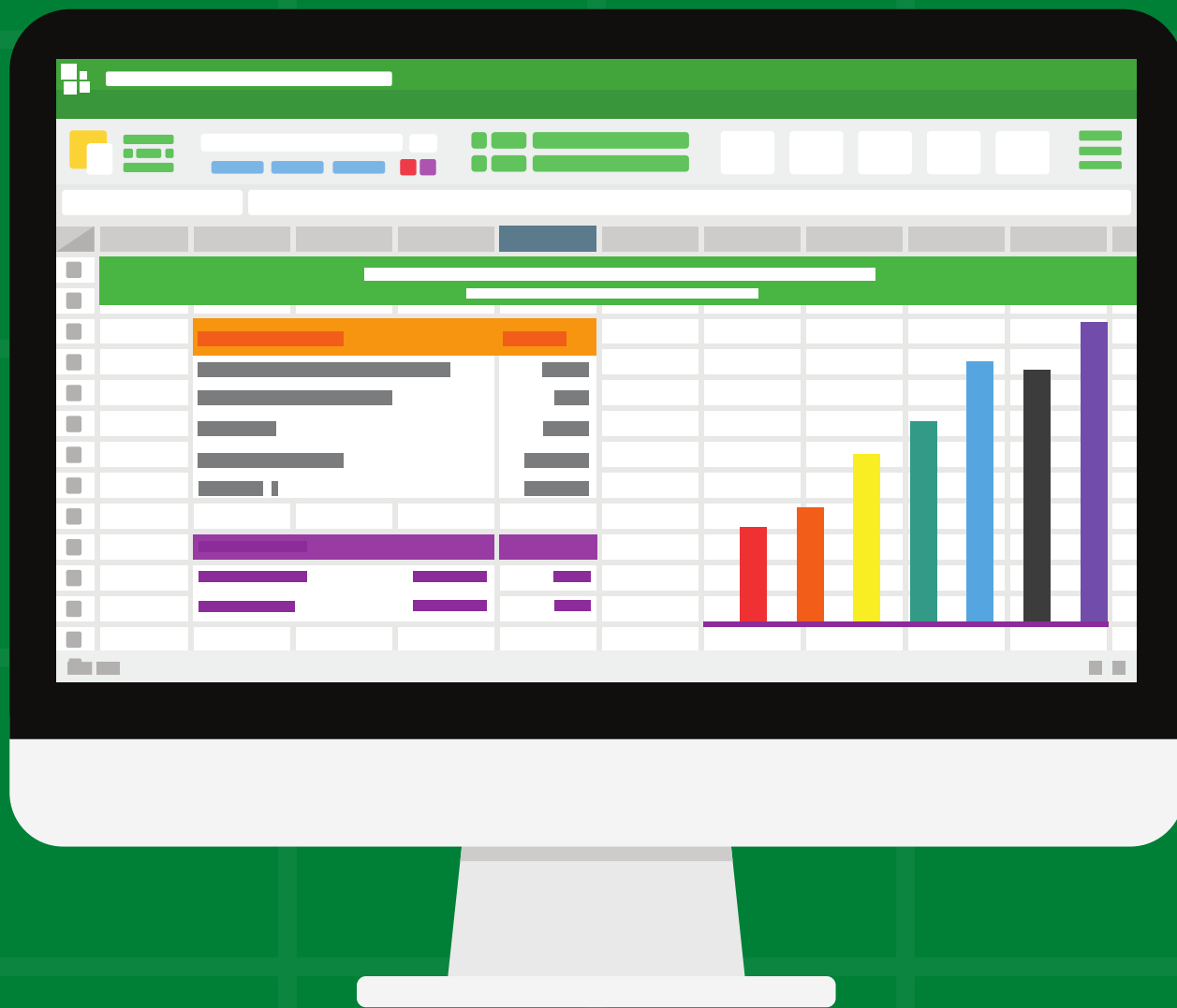


80+ Essential Excel Shortcuts



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General Excel Shortcuts

S.N.	Shortcut	Function
1	Ctrl + N	Create a new workbook
2	Ctrl + O	Open an existing workbook
3	Ctrl + S	Save the workbook
4	F12	Save As
5	Ctrl + P	Print
6	Ctrl + W	Close the workbook
7	Ctrl + Z	Undo
8	Ctrl + Y	Redo
9	Ctrl + X	Cut
10	Ctrl + C	Copy
11	Ctrl + V	Paste
12	Ctrl + A	Select all
13	Ctrl + B	Bold text
14	Ctrl + I	Italic text
15	Ctrl + U	Underline text
16	Ctrl + F	Find
17	Ctrl + H	Find & Replace
18	Ctrl + G / F5	Go to a specific cell
19	Ctrl + Shift + L	Apply/Remove filters

Navigation Shortcuts

S.N.	Shortcut	Function
20	Arrow Keys	Move up, down, left, or right
21	Ctrl + Arrow Keys	Jump to the last filled cell in a row or column
22	Home	Go to the beginning of the row
23	Ctrl + Home	Go to cell A1
24	Ctrl + End	Go to the last used cell in the worksheet
25	Page Up	Move one screen up
26	Page Down	Move one screen down
27	Alt + Page Up	Move one screen left
28	Alt + Page Down	Move one screen right
29	F6	Switch between worksheet, ribbon, task pane, and zoom controls
30	Tab	Move to the next cell
31	Shift + Tab	Move to the previous cell

Formatting Shortcuts

[illegible]

Selection Shortcuts

[illegible]

Editing Shortcuts

[illegible]

Formula Shortcuts

[illegible]

Workbook and Sheet Shortcuts

[illegible]

Data Management Shortcuts

[illegible]

Pivot Table Shortcuts

[illegible]

Miscellaneous Shortcuts

[illegible]